**Cliffoney National School**



**Safety Statement**

**Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Cliffoney National School**

The members of the Board of Management of Cliffoney N.S.are:

**Fr. Christy McHugh (Chairperson)**

**Ms. Ellie Kennedy (Secretary)**

**Mr. Pat Leydon (Treasurer)**

**Mr. Frank Kielty**

**Ms. Anne Hoey**

**Ms. Annaleen Lang**

**Ms. Caroline Leonard**

**Mr. Patrick Wallace**

The Board of Management wishes to ensure in so far as is reasonably practicable, that the highest standards of safety prevail in Cliffoney N.S. At a minimum, the Board of Management will ensure that the provisions of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare (General Application) Regulations 2007 and all other legislation are applied. All employees, subcontractors and others working in the school are expected to comply with this policy and all elements of the school’s Health and Safety Management System*.*

**In particular, the school will:**

* Employ people who are competent and capable of carrying out their work safely.
* Provide training, re-training, information, instruction and supervision as necessary to enable employees to work safely, effectively and with the minimum risk to health and safety.
* Prepare risk assessments and safety statements that take account of the general principles of prevention when implementing necessary safety, health and welfare measures.
* Select equipment that is suitable for work to be carried out and may be used by employees without risk to their safety or health.
* Provide and maintain a safe and healthy place of work with proper access and egress to it, supported by a good standard of housekeeping and adequate facilities for health and welfare.
* Make available all necessary safety devices and protective equipment, and to maintain such equipment in good order.
* Plan, organize and maintain safe systems of work.
* Prevent improper conduct in the school.
* Prepare and revise emergency plans.
* Report to the Health & Safety Authority any notifiable accidents and disease, and dangerous occurrences.
* Obtain, where necessary, the services of a competent person for the purpose of ensuring the safety, health and welfare of employees.

**The school further commits to:**

* Communicate this policy to its employees and interested parties.
* Implement and maintain the Health and Safety Management System*,* including this policy.
* Strive to continually improve the Health and Safety Management System*.*
* Regularly review the Health and Safety Management System*,* to ensure its continued relevance and effectiveness

**1. Purpose**

The purpose of this document is to outline the health and safety management system program for Cliffoney N.S. and is the internal framework used to address our goal of protecting the health and safety of all staff, children, contractors and visitors to the school.

This health and safety management system defines the health and safety philosophy and systems used at our school that drive the programs necessary to minimize adverse health and safety impacts and to ensure compliance with all applicable rules and regulations.

**2. Roles and Responsibilities**

**Board of Management:**

The Board's main function is to manage the school, on behalf of the patron, for the benefit of the students and to provide an appropriate education for each student at the school.

The board have responsibility for:

* Drawing up the school health and safety plan and ensuring it is implemented.
* Appointing the principal, teachers and other staff.
* Ensuring that the school fulfills its functions as set out in the Education Act 1998.
* Promoting contact between the school, parents and the community.
* Facilitating and giving all reasonable help to a parents' association in its formation and activities.
* The school's finances. The Board of Management is obliged to have comprehensive insurance cover for the school. It must keep proper accounts, which may be audited by the Department of Education and Science and/or the Comptroller and Auditor General. Its annual accounts must be available to the patron and the school community.
* Investigating Grievances e.g. stress, bullying.

**School Principal and Deputy Principal:**

The Principal shall be responsible for the internal organization, management and control of the school. In carrying out her duties she shall consult, where appropriate, with the relevant body and the staff of the school. In the absence of the principal, the deputy principal will normally act on her behalf.

The Principal (Deputy Principal in her absence) shall:

* Ensure all staff in the school have access to advice and training appropriate to their needs.
* Regularly review the organization and work on-going in the school.
* Maintain appropriate records.
* Obtain and maintain documentation from external parties as required e.g. safety statement, insurance.
* Manage the Fire Prevention Plan and maintain all records pertaining to the plan.
* Roll call of staff in the event of an emergency.
* Maintain accident documentation.
* Help with investigation of accidents/ incidents.
* Ensure corrective actions are put in place.
* Coordinate the update of risk assessments and safety statement as required.

**Teachers:**

The class teacher is responsible for:

* Taking a direct interest in health and safety.
* Classroom supervision.
* Supervision of children on the yard when on yard duty.
* Roll call in the event of an emergency.
* Reporting of defective equipment
* Reporting of accidents internally.

**Safety Representative**

Section 25 of the Safety, Health and Welfare at Work Act 2005, entitles employees to decide on, select and appoint a safety representative or, by agreement with their employer, more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

A safety representative may consult with and make representations to the employer on safety, health and welfare matters relating to the employees in the place of work. Safety representatives, after giving reasonable notice to the employer, also have the right to inspect the whole or part of a workplace that they represent.

A safety representative may also:

* Accompany an inspector carrying out an inspection, other than the investigation of an accident or dangerous occurrence (although this may be allowed at the discretion of the inspector)
* At the discretion of the inspector, and when the employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at a place of work
* Make representations to the employer on safety, health and welfare at the place of work
* Make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences
* Receive advice and information from inspectors in relation to safety, health and welfare at the place of work
* Consult and liaise with other safety representatives appointed in the same undertaking, whether or not they work in the same place of work, in different places of work under the control of the employer or at different times at the place of work (for example, safety representatives on different shifts)

**Secretary:**

The secretary is responsible for:

* Assisting with school administrative matters.
* Ordering and restocking first aid equipment, when necessary.
* Ordering any new work equipment.

**Other staff (cleaners, maintenance etc):**

* Attend any training that is necessary to maintain their knowledge and skills.
* Safeguard their own health and safety and that of others.
* Maintain good housekeeping on the school premises.

**3. Communication and Consultation**

Cliffoney N.S. recognises the importance of communication and is committed to ensuring the effective communication within the school community. Teachers and other staff are encouraged to voice their opinions in order to improve the health and safety performance of the school.

The Board of Management shall:

* Consult with staff in preparation and completion of the Safety Statement and hazard control.
* Ensure staff are aware of the Safety Statement.
* Ensure that any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
* Ensure safety, health and welfare will form an integral part of any future staff training and development plans.

**4. Training**

Cliffoney N.S. will provide training, re-training, information and instruction as necessary to enable employees to work safely, effectively and with the minimum risk to health and safety. Training will include:

* Induction training that will include emergency fire procedure (evacuation of staff and students from classrooms)
* School first aid procedure
* Manual Handling, as required
* CPR and Basic First Aid, as required
* Other training, as deemed necessary

**5. Stress policy**

Cliffoney N.S. is committed to protecting the safety, health and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The school will identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress where it is identified. These risk assessments will be regularly reviewed. The school also aims to increase awareness of stress and methods to combat it.

This policy will apply to everyone in the school as management, employees and students all have an important role to play in recognising and managing stress within themselves and others. If persons are experiencing stress, they must bring it to the attention of the principal. The principal will then work with this person to implement a plan to manage the stress-related problem. When required, the principal will seek confidential advice and guidance.

**6. Bullying / Harassment / Sexual Harassment**

It is policy to provide the right of all employees to work in an environment, which is free from all types of bullying, harassment and sexual harassment. A complaint of bullying, harassment or sexual harassment may, following investigation, lead to disciplinary action.

Bullying, harassment and sexual harassment are unacceptable forms of behaviour which could be illegal, may be regarded as gross misconduct and will not be tolerated.

(Refer to Appendix A for the school policy on anti-bullying and harassment.)

**7. Resources**

Cliffoney N.S. recognises that for the effective implementation of this Safety Statement, adequate resources and funding must be made available.

The Board of Management undertake:

* To ensure that adequate numbers of suitably trained staff are available to undertake work activities.
* To include health and safety considerations in all decisions made in the running of the school.
* That in so far as is reasonably practicable, resources shall be made available for any upgrading, maintenance, replacement and/or repair of facilities and equipment.
* To provide resources for the ongoing monitoring of health and safety in the school and for the provision of information and training of all staff in health and safety.

**8. Purchasing**

When purchasing items for the school, the purchaser shall ensure:

**Prior to purchasing, obtain:**

* Information on the hazards and risks associated with the use, storage and if necessary the transport of the goods and services. e.g. when purchasing cleaning products, request Safety Data Sheets.
* All goods and services must be verified for compliance with health and safety standards and requirements.

**Personal Protective Equipment:**

* All personal protective equipment will comply with relevant European Directives regarding design and manufacture (CE marked). In the absence of such a standard, equipment will comply with an alternative approved standard. All personal protective equipment will be approved by the principal.

**Equipment / Services / Goods**

* All equipment and services purchased must comply with the relevant standards. Prior to purchasing such equipment the principal must ensure that the necessary CE markings are met.

**Purchasers Duties:**

* To assess the risk control measures that exist or need to be in place for the safe use, storage or transport of goods and services.
* Identify the relevant legislation, standards or codes of practice that is applicable to the goods or service.
* Provide information and training to suppliers of services where required. E.g. hazards present in the area they may be working and any necessary controls.

**9. Work at Height**

Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be work at height (a staircase is not considered work at height).An example of work at height is putting posters on the wall where the work cannot be performed from ground level.

In accordance with the Work at Height Regulations, Cliffoney N.S. shall ensure that:

* All work at height is properly planned and organised
* A risk assessment is carried out for all work conducted at height
* Appropriate work equipment is selected and used
* People working at a height are competent
* Equipment used for work at height is properly inspected and maintained
* Risks from fragile surfaces are properly controlled

When carrying out any work at height such as putting posters on the wall, all staff, contractors, etc. shall:

1. **Avoid** – Work at height shall be avoided by performing the work at ground level.
2. **Reduce** – Where work at height is required, staff, contractors, etc. shall use appropriate equipment. For example, when placing posters on the wall, teachers shall use the step ladders provided. Chairs and tables shall not be used when performing work at height. Work at height shall be performed by a competent person. For example, a competent contractor may be required to change light bulbs.

**10. Manual Handling**

Manual Handling involves any transporting or supporting of any load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions, involves risk**,** particularly of back injury, to employees.

The Board of Management shall ensure:

* Work is organised to allow the use of mechanical or other means to **avoid** the need for the manual handling of loads by employees in the workplace.
* When the manual handling of loads is unavoidable, steps must be taken, either by organisational or other means, to **reduce** the risk involved

Staff shall cooperate with their employer with regard to safety, health and welfare and shall not carry out work that is likely to endanger their own safety or health or that of anyone else.

**11. Perimeter Fencing**

Fencing is erected around the perimeter of the school in order to prevent trespassers accessing the school and also to ensure the health and safety of children in the school by preventing them leaving the school grounds.

The school shall conduct an inspection of the perimeter fencing on a weekly basis to ensure it is in good condition and does not pose additional hazards to children and others. The inspection shall be completed using the inspection form in Appendix B of this safety statement.

**12. First Aid**

The responsibilities of the First Aiders (teachers and/or SNAs) are as follows:

* To assess a first aid situation quickly and safely and summon appropriate help.
* To identify as far as possible, the injury or illness affecting a casualty.
* To give early, appropriate and adequate treatment in a sensible order of priority.
* To arrange for the removal of the casualty to hospital, to the care of a doctor to home in accordance with school procedures.
* To remain with the casualty until handing him or her over to the care of an appropriate person.
* To ensure a clear and concise account of the illness / injury and treatment given is fully documented in the yard book.
* To inform as soon as practicable the principal of the situation.

First Aid Kits: First Aid kit contents are listed on a stock checklist

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| --- | --- |
| **Materials** | **First-Aid box contents****(26-50 persons)** |
| Adhesive plasters | 40 |
| Sterile eye pads | 4 |
| Individually wrapped triangular bandages | 6 |
| Safety Pins | 6 |
| Individually wrapped, sterile, unmedicated wound dressings, medium (10 x 8cm) | 4 |
| Individually wrapped, sterile, unmedicated wound dressings, large (13 x 9cm) | 8 |
| Individually wrapped, sterile, unmedicated wound dressings, extra large (13 x 9cm) | 4 |
| Individually wrapped, disinfectant wipes | 40 |
| Paramedic shears | 1 |
| Pair of examination gloves | 10 |
| Sterile water where there is no clear running water | 2 x 500ml |
| Pocket face mask | 1 |
| Water- based burn dressing small (10 x 10) | 1 |
| Water- based burn dressing large | 1 |
| Crepe bandage (7cm) | 3 |

* A designated person assigned by the principal shall check the contents of the first aid kit against the stock checklist.
* First aid kits are to be kept clean and tidy.
* The first aid kits must not be obstructed at any time.
* All first aid supplies are for emergency use at work only and should not leave the facility for personal use.
* The school’s first aid kit is kept in the staff room.

**Drugs or Medication**

* Refer to policy of the Administration of Medication.

**Allergies**

* Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are informed. Parents will provide school staff with training in administration of necessary drugs in an emergency (example Epi Pen). See School Policy for Adminstration of Medication.

**13. Reports of Accidents to the Health And Safety Authority (H.S.A)**

**Reportable Accidents:** Three days absence due to injury, this does not include the day of accident. IR1 form to be sent to the H.S.A.

**Dangerous Occurrence:** See list of definitions in dangerous occurrence report form IR3. As a general rule it is an incident which could have caused serious injury but was not reported by reason of no death or injury. Because of that fact all near misses must be reported to and investigated by the Principal.

**Accident investigation:** All accidents should be investigated. A written accident report must be carried out on any accident that causes an absence from work due to injuries. This report must be retained on record.

**14. Welfare Facilities**

Washing and toilet facilities will be provided for all employees. It is the duty of all who avail of these facilities to use them in a proper manner.

**15. Chemicals**

It is the policy of the Board of Management of Cliffoney National School that all chemicals, detergents etc. be stored in clearly identified containers bearing instructions and precautions for their use and shall be kept in a secure area. Personal protective equipment shall be provided as required to be used when handling chemicals.

**16. Housekeeping**

* Scrap, rubbish or waste food must not be allowed to accumulate.
* Rubbish must be removed and put in the appropriate bins.
* Every drip or slippery patch on floors must be cleaned at once.
* All corridors and fire exit doors must be kept clear of obstructions and rubbish at all times.

**17. Fire and Emergency Procedure**

In the event of a Fire Emergency the following procedure shall be followed:

* Where the alarm is not already ringing- Sound the alarm by pressing the break glass unit.
* If safe to do so, school staff shall decide can oneself control the fire by using a hand held fire extinguisher.
* Evacuate the building using the nearest and safest available exit, closing doors behind you if possible (do not lock doors).
* Staff shall supervise the evacuation of students, ensuring they do not run and do not stop to collect belongings.
* Once outside the building report to assembly point for roll call of students and staff.
* The principal shall dial 112 or 999 and ask for the fire services, tell them your location and situation. The principal may delegate this task to another member of staff.
* Alert other emergency services if required.
* Do not re-enter the building until it is safe to do so.

The most senior person present in the school (School Principal / Deputy Principal, etc) is the person in charge during the evacuation and will act as the main Fire Warden.

**Fire Drills**

The purpose of fire drills is to ensure that students and staff are familiar with the school evacuation procedure, resulting in orderly evacuation. Fire drill procedures must address student and staff accountability in an evacuation. This plan identifies the persons in charge and ensures that accurate class attendance lists are available for accounting of students.

During each drill, it is important that students and staff practice what they will do in an actual emergency.

The following procedure was agreed in January 2019 on the procedure for a fire drill:

* Pupils will exit the premises at their nearest exit
* SEN teacher will escort their pupils out at their nearest exit where they will then join their class in the line once they are safely outside
* Assembly points for the three classes will be beside the Green gate where the children will go home in the afternoon.
* Fire drills will be practiced once at least per term

**After Drill Briefing**

Following each evacuation drill, a staff briefing will be held with all members of staff. The actions and reactions of students should be discussed and any suggestions regards methods of improving the drill should be considered.

**Preventative Measures**

* Fire alarm system within the school is checked quarterly
* A fire evacuation drill will be held each term
* All extinguishers are checked annually
* All new employees will be briefed on the evacuation procedure during their induction training
* Good housekeeping
* Fire escape doors operational

**18. Member of the Public**

In the interests of Health and Safety within the school:

* All visitors to the school must present themselves at the front door of the school.
* No visitor shall be allowed to wander unaccompanied around the school.

**19. Contractor Safety**

Under section 12 of the Safety, Health and Welfare at Work Act 2005, Cliffoney N.S. have a responsibility to ensure the safety health and welfare of persons other than employees in the school. The school has a responsibility to ensure that while contractors are on the premises that they observe safe working practices.

All contractors will be expected to comply with the safety, health and welfare policies and must ensure their own Company Safety Statement is made available to the principal of the school while the work is being carried out.

All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others on site (children and staff) and the general public who may come into contact with the work being carried out.

**20. Ergonomics**

Computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eyestrain.

As per the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, Display Screen Equipment (Visual Display Unit - VDU), an analysis shall be performed of a workstation where an employee:

1. Has no choice but to use the VDU to carry out his or her work
2. Normally uses the VDU for continuous periods of more than one hour
3. Generally uses the VDU on a daily basis.

Where an employee meets the definition above, the principal shall encourage the employee to plan their work so that daily work at VDUs is interrupted periodically by breaks or changes in activity which reduce the work at the screen. Although the regulations set no frequency for breaks, no single continuous period of work at a screen should, in general, exceed one hour.

**21. Supervision**

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care.

The school acknowledges that adequate supervision is intrinsic to the safety of children in our school. The teachers accept that they have a duty of care over pupils during school hours.

Refer to school policy on supervision for further information.

**22. Pregnant Employees**

The Board of Management of Cliffoney N.S. will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

* Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.

**23. Non-Smoking**

Smoking by any person in any form is prohibited on school property. Persons that choose to smoke must leave the school grounds to do so.

Visitors shall comply with this policy and where they fail to comply, in the future, they shall be prevented from having access to school property.

**24. Electricity**

The Board of Management shall ensure that all electrical equipment and electrical installations are designed, constructed, installed, maintained, protected and used so as to prevent danger.

Persons should not be placed at risk due to a lack of skills on their part or the part of others in working with electrical equipment. Therefore, when required, a competent electrician shall perform such work.

**25. Review of Safety Statement**

This statement will be reviewed:

* When deemed necessary by the Board of Management
* When changes take place in any management or Board of Management
* Where new work procedures or equipment are introduced
* When a new hazard is identified

**Ratification and Communication**

This policy was ratified by the BOM on: \_August 25th 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed :** *\_\_\_\_\_\_\_\_\_Fr. Christy Mc Hugh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Chairperson, Board of Management

**Appendix A – Anti-Bullying & Harassment Policy**

**Foreword**

The purpose of this policy is to deter unacceptable behaviour, to raise the awareness of school management and staff to the identification of this form of unacceptable behaviour and to support the prevention of harassment and bullying in our workplace. The Board of Management of Cliffoney N.S. recognise that bullying and harassment can seriously damage working and social conditions for staff and students. This policy clearly outlines behaviour that would be considered inappropriate or unacceptable and provides procedures for the making of and dealing with complaints.

While all staff and students of Cliffoney N.S. are responsible for creating a work and study environment free of threat, harassment and intimidation, particular responsibility lies with the Board of Management and School Principal to ensure that proper standards are maintained.

This policy is intended to promote a healthy working and learning environment.

**Definition of harassment & bullying**

Bullying at work has been defined as ‘repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying. Bullying puts at risk the safety, health and welfare of people at work. A pattern of the following behaviours are examples of types of bullying.

* Exclusion with negative consequences
* Verbal abuse/insults
* Physical abuse
* Being treated less favourably than colleagues
* Intrusion – pestering, spying or stalking
* Menacing behaviour
* Intimidation
* Aggression
* Undermining behaviour
* Excessive monitoring of work
* Humiliation
* Withholding work-related information
* Repeatedly manipulating a person’s job content and targets

It should not be confused with workplace inter-personal conflicts which may, in themselves, be damaging and stressful, but which do not necessarily constitute bullying.

**Procedures**

There are two procedures for dealing with cases of alleged harassment/ bullying, one informal the other formal. Individuals should familiarize themselves with the procedures below, the school principal, deputy principal or BOM chairperson can advise on both procedures.

**The Informal Procedure**

If an incident occurs which offends you, it may be sufficient to explain clearly to the person engaging in such behaviour that it is unacceptable. In circumstance where this is difficult or too embarrassing to do on your own, you should request the support of another work colleague or a member of school management. If you are in doubt as to whether a type of behaviour is harassment / bullying, do not hesitate to approach the principal or deputy principal.

Many incidents of harassment / bullying can be dealt with effectively in an informal way,as often the harasser may be unaware of the effect their behaviour is having on others.

**The Formal Procedure**

Your formal complaint should be made to the school Principal or Deputy Principal. This must outline in writing the detailed nature of the complaint. The principal or deputy principal will make every effort to ensure confidentiality will be observed by everyone involved while the complaint is being investigated. There will be an independent investigation carried out by school management or an appointed independent person by the Department of Education. The Board of Management is entitled to seek appropriate expert advice in the course of any investigation in accordance with normal procedures.

The investigation will be thorough, impartial and objective. It will be carried out with sensitivity and due respect for the rights of both the complainant and alleged harasser. The complainant and the alleged harasser subject of the complaint may each be accompanied by a colleague or another person (non-legal) of his/her choice at each interview. The discretion to afford representation by the relevant trade union/management association to either party rests with that particular teacher trade union / management association.

At the completion of the investigation a report will be prepared, which will include the nature and details of the complaint, the response of the alleged harasser, the results of the investigation and the conclusion.

If the report concludes that harassment / bullying did take place, the harasser will be subject to a formal interview and the complaint will be treated as a disciplinary matter using the Department of Education Disciplinary Procedure. However in some circumstances, use of the Disciplinary Procedure may not be appropriate. In such cases the outcome could result in training, counselling and a period of monitoring and appraisal. If the period of appraisal is not satisfactory, then the Disciplinary Procedure can be invoked. There will be a right to appeal a decision using the Department of Education Industrial Relations Procedures. Nothing in this informal or formal procedure can overrule an employee’s statutory rights. As there are time limits involved in taking a statutory claim, the individual should seek advice regarding such limits.

**Appendix B – Perimeter Fencing Checklist**

*An inspection of the perimeter fencing shall be conducted on a weekly basis to ensure it is in good condition and does not pose additional hazards to children and others.*

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| --- | --- | --- | --- |
| *Inspection Conducted By* | *Date* | *Fencing is in a safe and secure condition – (e.g. there is no wire sticking out of the fence that may cause injury)* | *Action Taken* |
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