

Health and Safety Policy

Light of Christ School Dunmore East, Co. Waterford

Introductory Statement

This Policy was drafted and amended by the school Health and Safety Representative, Ms Griffin together with staff, Board of Management and representatives of Parent Body.

Rationale

To provide a safe and healthy work environment, physical and mental for both Staff and Pupils and to comply with regulations as set out in Safety, Health and Welfare Act. 2005.

Relationship and Characteristic Spirit of School.

In keeping with the traditional ethos of our school, we would hope, in as far as is reasonably possible, to provide the best and safest facilities, so that staff, pupils and a wider school community can work together in an environment where the characteristic spirit is one of mutual support and harmony.

Aims

By identifying and eliminating hazards in so far as is reasonably possible we would endeavour to provide a safe and healthy environment for all employees and pupils and to meet our duties to members of the public with whom we come in contact.

Creation of practical and safe working systems.

Consultation with Staff on health and safety issues and any other areas deemed necessary by this policy.

To implement the directives of the Safety, Health and Welfare Act 2005.

Section A

Statement of General Policy

School Name:	Light of Christ School
School Address:	Dunmore East, Co. Waterford
Telephone/Fax No:	(051) 383646
Denominational Character:	Roman Catholic
Name of Patron:	Most Rev. Alphonsus Cullinan,
Total number of teachers:	4 mainstream/1 SET

There are 4 mainstream class teachers, SNA, Part time Secretary and Part time Caretaker. There is one SET Teacher. Light of Christ is an all girls Primary School and caters for full range of classes from Junior Infants to Sixth Standard.

The Board of Management of Light of Christ School has appointed Mary Griffin as Safety Representative. The Safety Representative who will have certain rights under the Act, including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on staff members, in so far as they are required, to take care to avoid injury, to co-operate with employer in matters of safety to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

Section B

GUIDELINES FOR IMPLEMENTATION OF HEALTH AND SAFETY POLICY

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act 2005 are applied.

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

The design, provision and maintenance of all places in a condition that is safe and without risk to health.

The design, provision and maintenance of safe means of access to and egress from place of work.

The design, provision and maintenance of toolshed.

The provision of systems of work that are planned, organized, performed and maintained, so as, to be safe and without risk to health.

The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.

The provision and revision, as necessary, of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.

The safety and prevention of risk to health at work in connection with use of any article or substance.

The provision and maintenance of facilities and arrangements for the welfare of employees at work.

Obtaining, where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.

The provision of arrangements for consultation with employees on matters of Health and Safety.

The provision of arrangements for the selection from amongst its employees of a representative.

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

The Board of Management of Light of Christ School will ensure that the provisions of the Safety Health and Welfare at Work Act 2005 are adhered to.

DUTIES OF EMPLOYEES OF LIGHT OF CHRIST SCHOOL

It is the duty of every employee while at work.

To take reasonable care for his/her safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.

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.

To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.

To report to the Board of Management and Safety Representative, without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health and welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of the Light of Christ School:

To consult with the staff in the preparation and completion of the Health and Safety Statement and of Hazards controls forms.

To make available a copy of the Safety Statement.

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.

HAZARDS

Hazards have been divided into two categories.

Hazards that can be rectified or minimized will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management, in consultation with employees, will review and make recommendations on the elimination of Hazards.

SPECIFIC HAZARDS

FIRE

It is the policy of the Board of Management of Light of Christ School that:

There is an adequate supply of fire extinguishers, which will deal with any type of fire.

All fire equipment is identified and regularly serviced.

Regular Fire Drills take place annually.

Instruction is given in the use of Fire Extinguishers for specific materials/equipment. (Recommendation from 2007)

Fire Alarms are clearly marked.

Signs will be clearly visible to ensure visitors are aware of exit doors.

All electrical equipment be unplugged or turned off outside office/class hours and when offices or classrooms are vacated for lengthy periods.

Each classroom has been designated a specific area at the back of the building on the school yard as an assembly point.

Updated yearly according to classroom being used.

Check toilet area and bring laminated class lists.

Other Hazards of Light of Christ School, Dunmore East

Condition of School building, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, and yard surfaces. Individual classrooms, sockets, lights etc.

Slippery floor surfaces in wet area in classrooms due to condensation in certain weather conditions.

Staff room, facilities, safety measures etc.

Ice/flooding on yard, steps etc.

Yard area very slippery when wet/frost occurs.

Manhole covers very slippery.

Leaks in building.

SCIENCE

To facilitate implementation of revised curriculum various items of scientific equipment will be used. This equipment will be stored in a safe place when not in use and will always be used under strict supervision of teachers.

CONSTANT HAZARDS

MACHINERY, KITCHEN EQUIPMENT AND ELECTRICAL APPLIANCES

It is the policy of the Board of Management of Light of Christ School that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

CHEMICALS

It is the policy of the Board of Management of Light of Christ School that all chemicals detergents, etc., be stored in clearly identified containers bearing instructions and precautions for their use and kept in a safe area and protection provided for use when handling them.

DRUGS MEDICATIONS

Except where the Board of Management of Light of Christ School has been notified of parental consent for child to self administer drugs, no medication should be allowed on school premises. Where, in exceptional circumstances this consent has been given, medication/drugs will be stored appropriately.

Accident /Incident Book (01/05/2016)

This is held in the staffroom and all accidents/incidents are reported in it. Only serious accidents are reported to BOM in Principals Report

HIGHLY POLISHED FLOORS

It is the policy of the Board of Management of Light of Christ school that floors will not be polished or made slippery. That washing of floors is conducted after school hours to ensure, as far as reasonably practicable, elimination of danger of slipping.

THE CODE OF DISCIPLINE

The code of discipline in the school provides for a level of behaviour to minimises personal risk or stress to staff member or child.

Access to employees is by consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

TRAINED FIRST AID PERSONNEL

It is the policy of the Board of Management of Light of Christ School that:

All teaching staff are trained in First Aid every 2 years.

The defibrillator is checked by First Aid trainer every 2 years and pads are changed.

The SNA checks the defibrillator regularly. It is kept in the hall.

An employee will be trained to apply First Aid to other employees and pupils.

All required remedies and equipment are made available for First Aid functions.

There will be an adequate supply of properly equipped First Aid boxes available at all times to staff which will contain:-

Plasters

Tape

Antiseptic wipes

Cotton bandage

Scissors

Triangular bandages.

Defibrillator

Persons coming onto school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Vice-Principal before initiating any work on the school premises.

It is the policy of the Board of Management of Light of Christ school to minimize sound pollution – room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place, which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable toxic and corrosive substances must be kept in a locked area and must be labeled.

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimize strain on staff.

Arrangements will be made to ensure the protection of staff from violent or disturbed children.

SUCCESS CRITERIA

That the design, provision and maintenance of all places in the school shall be safe and without risk to health.

ASSESSMENT OF SUCCESS CRITERIA.

The Safety Officer shall carry out an annual Safety Audit. All accidents will be recorded in order to ensure that any safety measures required can be put in place to minimize the recurrence of such accidents.

SUPPORTING, DEVELOPING AND IMPLEMENTING SCHOOL POLICY

Roles and Responsibility

Health and Safety Representative, with assistance and support of the Board of Management, Parents and Staff.

The Staff, together with Health and Safety representative will monitor the policy on an ongoing basis, and in the event of any new emerging needs, feedback from the relevant bodies etc., they will re-evaluate and recommend changes to meet the new requirements.

Time frame for Implementation

Policy is currently implemented, in so far as is practicable.

Time frame for Review

This policy will be reviewed every other year or pending new legislation.

Responsibility for Review

Health and Safety Officer will take responsibility for initiating review of policy which will involve the Board of Management, Staff and Parents.

Ratification

This reviewed policy document was ratified at a meeting of the Board of Management of Light of Christ School held onand a copy of this document is available on request.

Signed: