



Scoil Aine

Roll Number : 19567K

Policy
on

Safety, Health & Welfare

1. Safety, Health and Welfare Policy

Introductory Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of Scoil Aine 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 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:

- 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;
- 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.

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.

Rationale

The policy represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management also considers its duty-of-care in the school and this must be an integral part of any Health and Safety Policy.

2 Introduction and school profile

Relationship to the characteristic Spirit of the School

The Board of Management of Scoil Aine is committed to the creation of a safe and healthy working environment for all members of the school community. This policy embodies the spirit of the school as laid out in the Mission Statement for Scoil Aine . (please refer)

Aims:

With this policy, the school strives:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
 - Provision of a safe workplace for all employees of the school
 - Awareness raising of staff who will carry out safe work practices
 - Ensuring safe access and escape routes
 - Ensuring safe person handling practices for staff – manual handling courses

Guidelines:

An integral part of a school's Safety, Health & Welfare Policy is the preparation and display of a Safety Statement which embodies the commitment of the school community to the creation and maintenance of a safe and secure school environment for its members. See Appendix 1

3 Roles and Responsibilities

Responsibilities of employer - Board of Management

- Provide and maintain a workplace that is safe
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable – effective operation of risk register system
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees, including the provision of a safe place of work in which the risk of assault is prevented or minimised
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- **Appoint a competent person to oversee the functions of the Board in relation to Health & Safety – BOM safety representative – Pat Monaghan**
- Provide training and information to staff including induction training for new staff members
- Report serious accidents to the Health and Safety Authority
- Consult annually (audit) with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

Responsibilities of employees

Health and safety is everyone's responsibility. All employees have legal duties designed to protect themselves and those they work with

Responsibilities include:

- To co-operate with staff team to ensure that the Health and Safety law is implemented
- To utilize the risk register system to report all risks and hazards observed
- Not to engage in improper conduct, not to be under the influence of an intoxicant
- To attend Health and Safety training as organized by the school

Entitlements of safety representative of the Board of Management - Pat Monaghan

(Section 25 Safety, Health & Welfare at Work Act, 2005)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect 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
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Make representations to the employer on matters relating to safety, health and welfare
- Consult and liaise with the safety committee

Responsibilities of Safety Committee –

Two safety officers, Verona Warde and Aidan Reilly with principal GeraldineDonnelly

(Safety, Health and Welfare at Work Act 2005 (Section 26 and Schedule 4).

The safety committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- Facilitate the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Board of Management must sign off on the safety statement prior to implementation within the school.
- assessments, control measures, accident reports, audits and reviews of the SMS are evaluated and appropriate actions taken;
- seek to address significant and/or longer term developments. These may be implemented over a longer period of time or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations);
- examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
- examine whether resources are being used effectively for maintaining and improving the SMS;
- provide ongoing evaluation of safety and health practice in the school and the safety committee's procedures and their effectiveness.

The safety committee also consult on other safety matters, e.g. review of the accident and incident register and programming of work within the school which impacts on safety, health and welfare.

The safety committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- agree how scheduled meetings will be convened, minuted and reported upon during the school year;
- outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned safety and health actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.);
- outline roles and responsibilities of all in line with legislation, e.g. the employer, employees, any person acting on behalf of the Board of Management, e.g. the Principal, safety officer or safety coordinator (if appointed), safety representative, contractors, pupils and visitors;

Duties of Contractors

All contractors engaged by Scoil Aine 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.

- Scoil Aine will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- The school will provide the school regulations and instructions relating to safety and health.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- The contractor must make direct contact with the principal before initiating any work on the school premises.
- Any noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and workmen shall not create any hazard, permanent or temporary, without informing the principal and shall mark any such hazard with warning signs or other suitable protection.

4 Risk Assessments

Carrying out of a Risk Assessment

A hazard is anything which has a potential to cause personal injury or ill health.

Each year, the Board of Management will carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them.

The BOM Safety Representative (Pat Monaghan) will enlist the help of the school staff Safety Officers (Verona Warde & Aidan Reilly) and other relevant parties to carry out this annual risk assessment

Hazards may include physical, health, biological, chemical and human hazards. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the work place, equipment, procedures and records to date. School staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay through the Risk Register system

Using the HSA format from their publication ‘*Guidelines on Managing Safety, Health and Welfare in Primary Schools*’ available on http://www.hsa.ie/eng/Education/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf will assist the recording of the whole process. Please refer to *Part 2, Pages 18-110*.

See Appendices for forms used :

Appendix 2 :Hazards /risks/ controls template

Appendix 3: Annual school audit - fire safety

Appendix 4: Annual school audit- school environment (internal/external)

Appendix 5: Internal (Room) Inspection check sheet

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

The two hazards listed below are ongoing hazards for staff due to the remit of Scoil Aine in supporting children and adolescents with severe emotional and behavioural challenge.

See Risk assessments

1. Challenging behaviour/ stress
2. Child handling activities

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, pupils, parents and others using the premises. These include:

Acceptable Usage (AUP), Anti-Bullying, Child Protection, Code of Behaviour, Critical Incident Management Plan, Parental Involvement, Relationship & Sexuality Education (R.S.E.), Special Educational Needs, Substance Use Policy and Vetting (Garda Clearance). This is not an exhaustive list. These policies are monitored and updated regularly.

Also, a school environment audit is carried out annually also using the HSA format from their publication '*Guidelines on Managing Safety, Health and Welfare in Primary Schools*

available on:

[http://www.hsa.ie/eng/Education/Guidelines on Managing Safety Health and Welfare in Primary Schools.pdf](http://www.hsa.ie/eng/Education/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf) - refer to *Part 2, Pages 5-8*.

Health and safety items are considered when any policy/plan is being drawn up e.g. PE, Visual Arts, etc. The duty of care is also considered in all areas and aspects of school life.

5 Emergency procedures, fire drill, and serious accident proecedures

Procedures to deal with emergencies

- Emergency contact procedures
 - Contact details for students are kept (school enrolment form) on student file in the office – student filing cabinet.
 - A copy of staff next of kin contact details are kept in the Critical Incident Management Plan.
 - The principal usually contacts parents/guardians in case of an emergency, depending on the severity of the emergency.
- Fire-drill and school evacuation procedures (See p. 45-49 A Guide to Insurance, Safety and Security in the School, Church and General)
 - Fire-drills held on a regular basis- once per term
 - School personnel and pupils aware of the designated assembly points following evacuation of the building. Assembly point is clearly marked inside the front gate
 - Procedures for evacuation displayed near the door of each room
 - The school revises these procedures after each drill

- New staff are notified of these procedures by the Principal.
- Pupils are notified of these procedures by the class teachers when they join the school

Accident Report Form - See appendix

A report of this kind must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to the employee if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents the employee from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
- A Critical Incident Policy is in place in the school. Please refer to the policy.
A copy of this and relevant accompanying information is available in the office
- Exceptional closures
 - In the event of an exceptional closure, parents receive a letter of notification or a text to their mobile device

6 Health items

- Enrolment Form
 - There is a section allowing parents to identify any allergies/illnesses
- Managing specific health issues
 - Teachers, SNA and Social Care Staff are made aware of the health issues in relation to certain pupils at the proposal meeting with CAMHS teams and by the Principal to other staff members on a need to know basis.
- Administration of Medication – refer to the Administration of Medicine Policy
 - Forms are completed by parents and signed on behalf of the Board of Management by the Chairperson or Principal
 - A copy is maintained for each child (in student file)
- Sickness or Injury
 - If children are sick or injured, the teacher or social care leader contacts parents/guardians.
- Illnesses and contagious infections such as rubella, chicken pox etc. -
See 'Infectious diseases in the Primary School: Health Service Executive (H.S.E.)
- Head-lice
 - Parents are notified by text, email or note. They are reminded to check their child's hair regularly and of ways in which to treat them if they're present
- School hygiene
 - Children are encouraged to wash their hands. The use of wash facilities, including hot water and soap, are available in each classroom
- General cleanliness of school environment
The school employs contract cleaners (weekly deep clean) to ensure a consistent Standard of cleanliness throughout the school - refuse, toilets, classrooms, floors etc
- First Aid
 - All members of staff have a qualification in First Aid training received as a staff in May 2018 and valid for 2 years
- Water
 - There is an adequate supply of drinking water (dispenser) in the school for staff and pupils

- Children are encouraged to bring an adequate supply of drinking water from dispenser , to drink it regularly during the day and to refill if necessary
- Clothing/protection
 - Parents/pupils are made aware of the need for proper clothing and protection

7 Student Safety and Welfare items

- Assembly and Dismissal of Pupils
 - *Assembly:*
 - Students assemble each morning between 8.30 a.m. and 9:20 am in the social care room (Primary students) and classroom (Post Primary students). They are supervised by school SNA staff and social care staff.
 - Primary Class teachers collect their class at 9:30 a.m. from the social care room School and social care staff take students for snack time and lunchtime daily
 - Post primary students - school available from 9:20 am. Inpatient students travel back to inpatient unit for lunch (accompanied by unit nurse). Outpatient students have snack in the classroom. They stay on school premises or go out for lunch depending on risk, age and written permissions from parents.
 - *Dismissal:*
 - Primary/post primary students on bus transport – bus personnel come upstairs to collect students – support given by school staff if needed to accompany students safely onto bus
 - In the event of a child not being collected, he/she is kept in the social care room or classroom, while the teacher/ social care staff/ principal calls home
 - Inpatient students are collected from classrooms by unit nursing staff and accompanied back to unit
 - *Ensuring pupil safety on the grounds*
 - Parents park outside of school gate in designated school spaces, including disabled parking space, walk child to main reception, CAMHS unit and pass over to staff member at reception
 - Buses drop off and collect outside main reception, CAMHS unit. School staff collect students from bus and escort through CAMHS building/grounds to school grounds
 - Both gates automatic , checked when students going outside to play
 - School staff and social care staff (2 staff members) supervise students during outdoor activity time in grounds – snack, lunch. PE, nature study etc
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
 - The parent notifies the teacher by note/ phonecall / in person in advance of the departure e.g. earlier that morning
- Supervision of Pupils: See Guidelines from *Allianz* website, www.allscoil.ie
 - Supervision in the event of a teacher being absent
 - Children are supervised by other teacher /principal/social care staff until either a substitute teacher arrives or they are divided between the classes
 - The supervision of students is the duty of the teachers along with social care team at snack times and lunchtimes
- Incident / accident book
 - Records of minor incidents are noted in daily notes (school/social care notes)

- Minor accidents are written in the rear of the book – parents notified (in person /call /note).
- In-class – individual records are kept by the teachers.
- Serious Incident/Accident – Accident or Incident form (see copy in appendix) completed, signed and filed in filing cabinet in the office. Additional records may be written by the principle staff member involved if the incident warrants. The Principal reads this and retains in the file along with the report.
- Code of Behaviour and Anti Bullying Policy
 - Refer to school’s policy for dealing with behaviour which causes a risk to others
- Allegations or Suspicions of Child Abuse
 - Refer to Child Protection Policy and Child Protection Guidelines. Also refer to CPSMA Management Board Members’ Handbook.
 - The school’s Child Protection Policy, in line with Child Protection Guidelines, is followed in the case of an allegation or suspicion of child abuse
- School tours / outings
 - Refer to school’s policy for school outings.
- Clear complaints procedure in place
 - Parents should always communicate with the class teacher / SNA/Social Care leader first. In most cases, issues can be resolved at this level. The teacher/ SNA/ Social Care leader will inform the principal of any serious complaints
 - At this stage, if a parent feels that the issue has not been resolved, they are welcome to make an appointment with the principal to discuss the matter
 - If they still feel unhappy with the outcome, they can then bring concerns to the Board of Management of the school. In order to do this, the concerns must be put in writing and addressed to the Chair of the BOM.

8. Staff welfare items

- Garda Vetting
 - The school ensures that all successful staff at interview will have recently been vetted by the gardai, and will be vetted by Scoil Aine through Early Childhood Ireland – repeat vetting of existing staff every five years. Vetting procedures abided by in accordance with Garda Vetting Circular
 - The school endeavours to maintain a high standard in its ‘duty of care’ to all staff by encouraging a positive and safe environment and taking precautions to ensure that this exists e.g. clear signs, planned evacuation procedures etc.
- Positive Staff Relations: *Refer to ‘Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000 and the CPSMA Management Board Members’ Handbook*
 - Practices to support positive staff relations in the school include:
 - Strong commitment to positive school ethos and environment – happy and mindful focus
 - Weekly review meetings of students attended by all involved staff and decisions made on the basis of respect for input/opinion/perspective of each individual member of staff
 - Internal communication board, staff meetings, circulation of minutes, emails
 - Friday afternoon debrief session for all staff in staffroom - 1:30 to 2.00

should notify its legal advisers of the assault. The Board's insurance company should also be notified

- Where the assault is by a pupil the matter should be dealt with in accordance with the school's Code of Behaviour and as provided for in Rule 130(5) of the Rules for National Schools
 - Repeatedly aggressive pupils – IBMP designed and followed by staff team to ensure safety of all concerned, pupils, staff and visitors
 - Where the assault is committed by a parent/guardian, the parent/guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently, the Board should correspond with the parent/guardian stating:
 - That the Board considers the matter unacceptable
 - What action the Board intends to take
 - Outlining what pre-conditions before access to the school is restored
 - Applications for leave of absence, in relation to a member who has been assaulted, should be forwarded to Primary Payments Section of the Department of Education & Skills – See circular
 - Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the Board of Management under their Insurance Policy
- Pregnant staff members - The Board of Management is committed to protecting both the pregnant employee and the unborn infant from injury during the course of work. On receiving notification that a staff member is pregnant, the Principal assesses the specific risks to the staff member and takes action to ensure that she is not exposed to anything which may damage either her health or the health of her developing child. In the case of a pregnant staff member working with a very physically dangerous student, steps will be taken to rearrange staff allocations to remove the pregnant member from potential danger. Also she will be notified immediately in the event of an infectious disease in the school and encouraged to seek immediate medical advice on how to proceed.
 - Employees are entitled to work in a reasonably comfortable and safe environment that is well heated and ventilated, appropriately lit, suitable chairs etc.
 - Procedures followed by cleaning company include
 - Carrying out work on Friday evening after 3pm when school vacated (as much as possible)
 - Vacuum cleaner leads not trailing on the floor
 - Safety signs clearly visible – wet floors.

Equipment and materials

- Ladders and any other equipment associated with school maintenance stored in a safe area i.e. outdoor storage shed
- Solvents, chemicals, cleaning agents are stored in locked cupboard in the Staff Room.
- Computers, laptops and other technologies are stored safely in classrooms or Principal's office

9. Health and safety training/instruction for staff

Scoil Aine will endeavour to provide adequate instruction, information and training for each employee in relation to their safety, health and welfare. Training and refreshing courses identified as follows :

- Health and safety /risk assessment training
- Manual/Child handling training
- Challenging Behaviour / TCI training
- First Aid training
- Fire safety training
- Teachers / SNA/Social Care Staff also avail of ongoing training themselves; these records are stored on file.

Success criteria of Safety, Health & Welfare Policy

The policy will be successful if it has:

- Created of a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- Ensured understanding of the school's duty of care towards pupils
- Protected the school community from workplace accidents and ill health at work
- Outlined procedures and practices in place to ensure safe systems of work
- Complied with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
 - Provision of a safe workplace for all employees – teachers, SNA staff, Social Care Leaders etc.
 - Ensuring competent employees, who will carry out safe work practices
 - Ensuring safe access and escape routes

Roles and Responsibility

The people who have particular responsibilities for aspects of the policy and how they fulfil their role include the

- Board of Management
- Safety representative – Board member - Pat Monaghan
- Safety Representative s – Staff – Verona Warde , Aidan Reilly, Geraldine Donnelly
- Each member of staff

Implementation Date

This policy will be implemented immediately.

Timetable for Review

The Health and Safety Policy will be reviewed annually or as the need arises. It was most recently reviewed in 2020 .

Ratification & Communication

This revised plan was ratified by the Board of Management in 2020.

Signed: _____

CHAIRPERSON OF BOM

Date: _____