

JOHN SCOTTUS NATIONAL SCHOOL

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Health and Safety Policy **(aka Safety Statement)**

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Aims

→ A safe working environment for everyone who enters, works in and leaves the premises.

→ Zero accidents

Locations

The school is based in two locations: Northumberland Road and Morehampton Road. This policy applies to both locations.

Roles and Responsibilities

General responsibility:

Every staff member is responsible for Health and Safety. This means being aware of risks and dealing with them immediately by eliminating and reporting them.

Specific responsibilities:

- Teachers are specifically responsible for the health and safety of the children in their care. Teachers refers to all teachers: Class Teachers, Learning Support Teachers, Specialist Subject Teachers, SNAs, adult aftercare staff and the Principal.
- **BOM overall responsibility:** The Board of Management has overall responsibility for health and safety in the school. On the BOM the Treasurer has specific responsibility.
- **Fire Officers** have specific responsibility for minimising fire and managing fire risks:
Northumberland Road: John Flaherty
- **Safety Officers** have specific responsibility for a safe working environment:
Northumberland Road: Conall & Niall Callaghan
- **First Aid Officers** are responsible for administering appropriate first aid in the case of accidents:
Northumberland Road: School Administrator
- **Catering Manager** have responsibility for food and catering health and safety
Northumberland Road: Diana Gruckaite
- **Building Managers** are responsible for safe buildings
Northumberland Road: SPES House Manager

Health and Safety Process

The overall approach is to provide a safe working environment with appropriate controls to identify and minimise risks and prevent all accidents.

Risk Identification and Reporting is the responsibility of all staff. All risks will be reported to the School Secretary by email. These will be passed on immediately to the appropriate officer or manager

Risk Assessment is the responsibility of the appropriate officer and manager

Risk Containment in the first instance is the responsibility of the staff member who identifies the risk. The subsequent management of any ongoing risk is the responsibility of the appropriate officer or manager.

Management of Specific Hazards

Child Supervision

| <u>Hazard</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|---|-------------------------------------|---|--------------------------------|
| Unsupervised children in class, in After School, on school trips | Accident due to lack of supervision | Children will always be under supervision. | Teachers and Afterschool Staff |
| Transitioning from one supervising adult to another at break time, lunch time or end of day | Accident due to lack of supervision | Children will be handed over from one supervising adult to another | Teachers |
| Moving around the building | Accident due to lack of supervision | Children will move around the building with permission only in pairs | Teachers |
| Running in the building | Collisions | Running in the building is prohibited | Teachers |
| Boiling water | Scalding | Kettles will not be on the front counter between 8.00 and the end of the school day | Catering Manager |
| Sharp knives | Cuts | Children will not enter the kitchen area | Every staff member |
| Back gate being left open during Afterschool | Child leaving premises unsupervised | Afterschool staff will ensure that the gate is opened and closed | Every Afterschool staff member |

PE

| | | | |
|---|------------|--|----------|
| Resources being swung, thrown or kicked | Injury | Children will always be under supervision. | Teachers |
| Child left behind in SG | Child lost | Check before departure | Teachers |

Buildings

| <u>Hazards</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|---|---|---|-----------------------|
| Banisters | Sliding down and falling | Knobs secured to surface at 70cm intervals | House Manager |
| Breakage of windows facing Yard | Glass shattering inwards and causing injury | Shatter-preventing adhesive plastic sheeting on inner surface of windows. | House Manager |
| Windows on stair-well | Child falling against window, going straight through it and falling | Iron bars attached to inner frame of window | House Manager |
| Lower Sash of Windows on first and second floor | Lower sash being lifted, and child falling out | Wooden blocks secured on inner track of sash to prevent lifting above 15 cm. | House Manager |
| Window-sills in Yard | Corners of sills could cause injury to a child's head | Remove corners | House Manager |
| Opening upper sashes | Falling through a window | Pole for closing and opening in every classroom | Safety Officer |
| Gate from Yard to Road | Running out onto the road from the Yard | Gate to be kept closed at all times other than at entry and collection times | Safety Officer |
| Exiting from School Buses | Injury from a passing car | Disembarkation only at the yellow box on St. Mary's Road / directly onto pavement at Morehampton Road premises. | Safety Officer |
| Fire Exits | Furniture blocking | Furniture stacked correctly in all rooms | Safety Officer |
| Boiler Room | Interference with the system and consequent danger, and burns | Boiler Room door will always be kept locked | House Manager |

Slips, Trips, Falls

| <u>Hazard</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|-----------------|------------------------|---|-----------------------|
| Object on floor | Trip over an object | Stairways and passageways are kept free from obstruction. | House Manager |

| | | | |
|-------------------------|-----------------------------|--|---|
| | | Tripping hazards associated with loose, upturned or damaged carpet will be reported immediately. | All staff & House Manager |
| Moving on stairs | Slip or fall on stairs | Hold banisters coming down | Teachers |
| Climbing up | Fall from a height | Staff will only climb using safe means | Every staff member |
| Wet surface | Slip or fall on wet surface | Spillages will be cleaned up immediately | Any staff member discovering a spillage |
| Wet surface at swimming | Slip or fall on wet surface | Teachers will remind children to walk, never run | Swimming teachers |

Office Machinery

| <u>Hazard</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|--------------------------|----------------------------------|-------------------|-----------------------|
| Paper jam in photocopier | Burn | | All staff |
| Shredder | Entanglement of hair or clothing | | All staff |
| Changing toner | Inhalation | | All staff |

Filing Systems/Cabinets

| <u>Hazards</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|-----------------|------------------------|---|-----------------------|
| Filing cabinet | Falling | Store heavier items in bottom drawer. Start with bottom drawer when setting up files or after moving cabinet. Always close file drawers after use. Only open one drawer at a time | All staff |
| Closing drawers | Trapped fingers | Use drawer handles when opening and closing the cabinet. | All staff |

Electric

| <u>Hazards</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|----------------------------|--|--|-----------------------|
| Faulty equipment or wiring | Fire, electrocution or burns | Any broken, ineffective, or damaged electrical equipment, such as loose connections and frayed cables will be reported. | All staff |
| | | Clear access to switchboards and other similar installations, in case isolation is required in an emergency | All staff |
| | | Staff will assume all electrical circuits are live until certain they are not | All staff |
| | | Small shocks, smoke, sparks, overheating, discoloration and burning odour are all warning signs that must be heeded. Equipment with these defects will be labelled and sent to technical personnel for repair. | All staff |
| Electric shock | Children could get a shock from plugging in electrical equipment | Teachers connect electrical equipment to the supply | Class Teachers |

Only competent and authorised personnel are permitted to work on electrical systems or maintain electrical equipment. The following precautions must be observed by all employees to minimise the risks associated with electricity:

- Ensure equipment is switched off before it is plugged in.
- Extension leads with improper grounding should be replaced. They should only be used in temporary situations and not substituted for fixed wiring.
- Extension leads should be placed close to the wall, taped to the floor or covered with other material designed to anchor them. They should never be placed in open areas where people could trip on them or roll over them with equipment.

Fire

| <u>Hazard</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|---------------|----------------------------|--|-----------------------|
| Fire | Smoke inhalation and burns | Clear access to adequate means of escape | House Manager |

| | | | |
|--|--|--|---|
| | | Fire evacuation procedure | Fire Officer |
| | | Fire instruction notice in every classroom | Class Teachers and Fire Officer |
| | | Designated assembly points | Fire Officer |
| | | Portable fire extinguishers will be provided throughout the building and staff will know the different types and how to operate them | Fire Officer |
| | | Regular maintenance of fire extinguishers | Fire Officer |
| | | Combustible product (e.g. paper) will not be stored within 0.5m of heating equipment or light fittings. | Teachers for their classrooms and Fire Officer for common areas |
| | | Three annual fire drills | Fire Officer |

Kitchen

| <u>Hazard</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|-----------------------------|------------------------|---|-----------------------|
| Wet floor surface | Slips and falls | Floor areas will be kept clean, dry and free from obstruction. Hot containers or equipment should not be placed on the floor | Catering Manager |
| Objects on floor | Trips | Floor area will be kept clear | Catering Manager |
| Sharp knives & broken glass | Cuts | Broken glass or crockery will be cleared immediately and disposed of in a puncture proof container. A medical kit will kept in the kitchen. | Catering Manager |
| Hot surfaces | Burns | A medical kit will kept in the kitchen. | Catering Manager |
| Electrical equipment | Electric shock | Staff will only use electrical equipment with dry hands | Catering Manager |

Transport

| <u>Hazards</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|--|------------------------|--|-----------------------|
| No seatbelt | Accident | Teachers will check that all children have seatbelt on before bus moves | Teachers |
| Not holding bars while exiting the bus | Fall | Teachers will ensure that all children hold safety bars when exiting bus | Teachers |
| Bus fault | Accident | Drivers will perform regular vehicle checks | Safety Officer |
| | | Drivers will schedule regular maintenance | Safety Officer |

Administration of Medicine:

Teacher will only administer medicines or a drug to a pupil on a voluntary basis provided parent signs an indemnity document - see Appendix A - absolving the teacher and the school from possible legal action if the medicine is not administered, or administered incorrectly. It is the parents' responsibility to check each morning that the authorised teacher is in school to administer the medicine.

Procedures for dealing with Children who are sick or have minor injuries:

1. Minor Sickness: If a pupil is too sick to comfortably remain at school and participate normally the parent is contacted to arrange for collection. If no contact is able to be made, the Class Teacher keeps the pupil in class, until contact is made. The school does not have a 'sick bay'.
2. Minor injury: If a pupil is injured in school, first aid is administered by the First Aid Officer, and a decision made about whether the pupil can remain at school with the injury. The decision is made in consultation between the Class Teacher and the First Aid Officer. In the case of accidents involving the head, parents will be informed immediately. 5&6C children will not be allowed to go home alone without specific parental permission.

Serious Accident Procedure:

In the event of a serious accident the school will

1. put all necessary resources of the school at the disposal of the person involved in the accident
2. inform the First Aid Officer
3. call an ambulance giving details of the exact location, and nature of the accident.
4. station a person outside the school to watch out for the Ambulance and to speed the access of the ambulance medical team.
5. contact the ICE contact of the person involved
6. if a child, accompany them to hospital.

Hygiene

| <u>Hazard</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|--------------------------|-------------------------------|--|-----------------------|
| Germs from dirty hands | Children will get sick | Class Teachers ensure that children wash hands before breaks and lunch | Class teachers |
| Contamination in kitchen | Food will become contaminated | All catering staff wash hands as appropriate | Catering Manager |

Chemicals

| <u>Hazards</u> | <u>Risk Assessment</u> | <u>Management</u> | <u>Responsibility</u> |
|-----------------|-------------------------------|--|-----------------------|
| Cleaning agents | Swallowing of cleaning agents | All cleaning agents will be kept locked away | House Manager |

Substitute Teachers

In all cases of Class Teacher absence, there will be a substitute teacher. Substitute teachers will be informed of the principles of this policy by the Principal.

Training

All staff will receive training or instruction where appropriate, to ensure they fully understand the Safety, Health & Welfare at Work Act and the 1993 (General Application) Regulations. Specifically training, or instruction where appropriate, will be provided appropriate to the nature of work undertaken and will include:

- Safety Statement
- Fire Safety and Emergency Plan
- Office Ergonomics
- Manual Handling
- Employee Responsibility

Employees will seek advice on health and safety training requirements/needs from the Safety Officer.

The Principal will organise induction training for all new employees and refresher training for any staff as necessary. Training needs will be reviewed annually by the Principal, officers and managers.

First Aid Kits

Necessary equipment and supplies will be kept by the First Aid Officers. A medical kit will be brought to the Secret Garden and on school trips by the teacher in charge.

Communication and Notices

Staff will be reminded of the policy annually at a staff meeting at the beginning of the year.

Reporting and Investigating

All incidents and accidents will be reported and recorded in the relevant staff incident and accident report books. The Principal will review the records weekly. All accidents will be investigated.

The Principal will report to the BOM annually on Health & Safety.

Review Process

The policy will be formally reviewed by the Principal, Fire Officers, Safety Officers, First Aid Officers, Catering Managers and House Managers annually.

It will be formally reviewed by BOM every 3 years.

Appendices

Appendix A: Indemnity form for administration of medicine

THIS INDEMNITY made the _____ day of 20_____

BETWEEN _____ (lawful father and/or
mother of _____

(hereinafter called 'the parents' of the One Part AND for and on behalf of the Board of
Management of _____ School situated at

_____ in the County of _____ (hereinafter called
'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and/or mother of
_____ a pupil of the above school
2. The pupil suffers on an ongoing basis from the condition
known as _____
3. The pupil may, while attending the said school, require in emergency circumstances,
the administration of medication, viz.
4. The parents have agreed that the said medication may, in

emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

END