



St. Michael's School

Health, Safety & Welfare Policy

At the present time the nation is dealing with the COVID-19 pandemic. Our COVID-19 Response Plan/Risk Assessment and COVID-19 Action Plan should be read in conjunction with this Policy detailing the necessary control measures and logistical changes in place.

St. Michael's School

Health & Safety Policy Statement

Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on the 13th October 2010.

This Health, Safety & Welfare Statement is prepared in accordance with the following legislation:

- The Safety, Health & Welfare at Work Act 2005
- The Safety, Health & Welfare at Work (General Applications) Regulations 1993 & subsequent amendments of 2006 & 2007
- The Safety, Health & Welfare at Work (Construction) Regulations 2006
- Subsequent Regulations and Amendments.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health, Safety and Welfare Statement. It represents the Board of Management (BOM)'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 BOM accepting its statutory responsibilities, obligation and duty of care as an employer, wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

According to our Mission Statement St. Michael's School strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The BOM recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the BOM and sets out the means to achieve that policy. The BOM's objective is to endeavour 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. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The BOM will undertake to carry out a safety audit annually (or more frequently if necessary) and report to staff. 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 minimise the recurrence of such accidents and ill-health.

Aims

- 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 to include the following areas
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretakers, household staff etc.*
 - *To ensure competent employees, who will carry out safe work practices*
 - *Safe access and egress routes*
 - *Safe handling and use of hazardous substances and equipment*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment.*

Guidelines (*content of policy*)

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF ST. MICHAEL'S SCHOOL

1.1 The Board of Management (BOM) 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.

1.2 Specifically, the BOM 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 places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, 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 competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.

- 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 Health and Safety Representative.

1.3 The BOM recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.4 The BOM will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

1.5 The BOM will monitor the implementation of the Safety and Health policies and the requirement under the Safety, Health and Welfare at Work Act, 2005.

1.7 A Lead Worker Representative and Assistant Lead Worker Representative –Samantha Fay & Ellen McAllorum were appointed in September 2021. In addition the Deputy Principal acts as Health & Safety Officer. A Safety Officer from the BOM for the term of the Board (four year term) is appointed.

Safety Officer, BOM 2019-2023 – James Byrne

CONSULTATION & INFORMATION

It is the policy of the Board of Management of St. Michael's School:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- 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.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

HAZARDS

All staff will complete Hazard Control Forms (Appendix 1) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative, who will rectify the issue and sign with date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The BOM in consultation with the employees will review and make recommendations on the elimination of hazards.

SPECIFIC HAZARDS

1. Fire

It is the policy of the BOM 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 at least once a term. (See Appendix 2 for Fire Evacuation

Procedure)

- * Instruction is given in the use of fire extinguishers for specific materials/equipment.
- * Signs will be clearly visible to ensure visitors are aware of exit doors.
- * All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- * An assembly area is designated (end of school yard)
- * Those leaving buildings/classrooms should let someone know.
- * Exit signs are clearly marked.
- * The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- * A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- * The position of Deputy Principal has as one of its duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representative the above aspects of the policy.

2. Other hazards

- * Safety Representative will monitor /be informed of other hazards and will complete a safety representative's checklist (Appendix 3).
- * Some classroom windows open out at head level.
- * There are goalposts on the school astro pitch (See Appendix 4 for Goalpost Safety Plan)
- * Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost, snow, and ice.
- * During particularly inclement weather the BOM reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

CONSTANT HAZARDS

1. Electrical Appliances

It is the policy of the BOM that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the BOM that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked areas, and protection provided for use when handling them.

3. Drugs/Medications

There is a stand-alone policy for the administration of medication to pupils to cater for pupils where emergency medication is required to safeguard a seriously ill child's welfare.

4. Wet Floors

It is the policy of the BOM that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. Only exception is the dinner room floor which is washed by the household staff after lunch and who displays the relevant signs informing all that the floor is wet. During heavy weather condensation can cause tiled areas to become slippery.

5. The Code of Conduct

The Code of Conduct is a stand-alone policy which governs expected behaviours and measures used to address misconduct. The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5.

7. Bullying

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**' included as Appendix 6.

8. 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 BOM will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

9. First Aid

Employees shall receive basic training in First Aid. In additional training will be provided to staff in the administration of emergency medications in relation to Epilepsy and Anaphylaxis. Training will also be provided in the use of the defibrillator.

Basic first aid supplies are available.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain plasters, cotton wool, First Aid treatment of burns, antiseptic wipes, scissors and gloves. Ice packs are available in the cookery room.

First Aid supplies are stored in the following areas:

- First Aid Press in the foyer, adjacent to the key press (key in key press). All additional emergency medications are kept on the top shelf of this press.
- Beside statue of Our Lady at top of corridor. Next to the defibrillator.

First Aid boxes are kept in the following areas:

- Dinner Room Kitchen
- Cookery Kitchen
- Pottery
- Gymnasium Building for Woodwork and Physical Education
- School Mini-bus

An AP2 postholder has overall responsibility for checking and replenishing all First Aid supplies throughout the school. All teachers involved in sporting activities have their own First Aid box. A First Aid box is available from the office for use on School Tours.

Ice packs should not be used in the case of a head injury.

In the event of a pupil feeling unwell whilst in school, the pupil should be accompanied to the office where the School Secretary will address the situation.

OTHER PROCEDURES

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-

belted coaches. The ratio of eleven pupils per teacher and SNA will remain. Additional staff may be requested. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to the school secretary before gaining admittance to the school premises. They must sign the 'Visitor's Book'. Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the relevant teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they draw, play board games/do other activities or chat.

4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators, bus escorts and if applicable, parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent and the school website. Transport home is arranged and where there is nobody at home pupils can stay with another responsible adult with their parents' consent.

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

Roles and Responsibility

DUTIES OF ALL 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 acts or omissions while at work.
 - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - (c) 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 and welfare while at work.
 - (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. 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 and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

DUTIES OF SAFETY REPRESENTATIVE

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

DUTIES OF SAFETY OFFICER

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

Timeframe for Implementation

The revised policy will be implemented from November 2021.

Timeframe for Review

This policy is reviewed annually.

Responsibility for Review

The BOM will be responsible for reviewing the policy.

Ratification and Communication

The Board of Management ratified this policy on the 17 of November 2021

Signed: S. Bernadette Carron, (Chairperson, BOM)

The Board does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community through the school website or available upon request from the school office. All St. Michael's School policies are available for inspection in the school.

APPENDIX 1

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

APPENDIX 2

FIRE DRILL AND EVACUATION PROCEDURE

In providing a secure and safe environment the primary concern of each staff member is to ensure that all pupils under his/her care at the time of evacuation are safely removed from the building and assembled at the rear of the Playground, the designated assembly area.

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Guidelines

The Deputy Principal will:

- Ensure that each staff member is aware of the designated routes for evacuation of pupils.
- Monitor the orderliness and speed of the evacuation drill.
- Report to the Principal at the assembly area that all classes and staff from the school building are present.

Staff are requested to sign the Daily Attendance Record Book on arrival to work each day. Absences are entered in this book each day and the Deputy Principal takes note of these absences.

Each staff member will:

- Be aware of the designated route(s) to evacuate pupils in his/her care.
- Ensure that the pupils are familiar with each route.
- Ensure the Roll Book is marked, responsibility of the teacher.
- Take the Roll Book when evacuating the room, responsibility of the teacher.
- Be familiar with the Fire Drill and Evacuation Policy so that he/she may confidently follow through the procedure.
- Familiarise the pupils with as much of the procedure as is necessary.
- Quickly determine the appropriate evacuation route taking into consideration the safety of the pupils and the speed with which the evacuation can take place.

The Principal or Deputy Principal will ensure that:

- The evacuation signal is sounded.
- The appropriate authorities are contacted.

Evacuations will be of two types:

- Notified and scheduled.
- Un-notified and un-scheduled.

Evacuation Procedure

Sequence

- Alarm
- Call the fire brigade
- Evacuation, Assembly and Roll Call
- Tackle the fire

Alarm

The alarm/ evacuation signal will be activated.

Call the Fire Brigade

The Deputy Principal/ Principal / School Secretary will contact the emergency services. On arrival the emergency services will be informed by the Deputy Principal / Principal / School Secretary of:

- The location of the fire/threat.
- If everyone is accounted for.
- Where anyone unaccounted for may be.

Evacuation, Assembly and Roll Call

On hearing the evacuation signal, teacher will:

- Collect the class roll, if applicable.
- Inform the pupils of which evacuation route to use. Evacuation routes are posted in each room.
- Lead the pupils to proceed in an orderly, brisk manner to the Playground, the designated assembly point. Each class lines up in class order in the Playground.
- Instruct class SNA to follow the class at the rear, closing the door(s) of the classroom/evacuation route which will not be used again.
- At the assembly point, check roll.
- Inform Deputy Principal that all pupils are present.
- In the event of a pupil NOT being present, Deputy Principal will direct the staff member as to what action to take.
- Wait for clearance in the assembly area.

Deputy Principal will:

- Receive a report from each staff member.
- Keep a record of such reports and inform staff and pupils of their efficiency following the evacuation drill.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept by the Deputy Principal. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

Location & Type of Fire Extinguisher

01 A Reception / Main Entrance 2 kg CO2
01 B Reception / Main Entrance 6 ltr Foam
02 A Corridor @ Dining Room 2 kg CO2
02 B Corridor @ Dining Room 6 ltr Foam
03 A Dining Room 2 kg CO2
03 B Dining Room 1.0m x 1.0m Fire Blanket
04 A Hall @ Stage 2 kg CO2
04 B Hall @ Stage 6 ltr Foam
05 A Hallway Fire Exit Right 2 kg CO2
05 B Hallway Fire Exit Right 6 ltr Foam
06 A Computer Room 2 kg CO2
07 A Staff Room 2 kg ABC Powder
07 B Staff Room 1.0m x 1.0m Fire Blanket
08 A Staff Kitchen 2 kg ABC Powder
09 A Senior End Fire Exit 2 kg CO2
09 B Senior End Fire Exit 6 ltr Foam
10 A Cookery Kitchen 2 kg CO2
10 B Cookery Kitchen 6 ltr Foam
10 C Cookery Kitchen 1.2m x 1.2m Fire Blanket
11 A New Building Entrance 6 ltr Foam
11 B New Building Entrance 2 kg CO2
12 A New Building Fire Exit 2 kg CO2
12 B New Building Fire Exit 6 ltr Foam
13 A Phoenix Room 2 kg CO2
13 B Phoenix Room 6 ltr Foam
14 A Gym Area Lobby 2 kg CO2
14 B Gym Area Lobby 6 ltr Foam
15 A Gym Area Lobby 6 ltr Foam
15 B Gym Area Lobby 30m Hose Reel -
16 A Woodwork Room 6 ltr Foam
17 A Library 6 ltr Foam
18 A Pottery Room 6 kg ABC Powder
19 A Boiler Room 6 kg ABC Powder
19 B Boiler Room 6 kg Auto ABC Powder
20 A Reception Office 2 kg CO2

Fire Evacuation Routes

- St. Matthew, St. Mark & St. Luke
Staff/pupils should evacuate the classrooms via the emergency doors which lead out to the green area. They should walk quietly along the outside of the classrooms. Staff open all gates and staff/pupils exit down the first set of steps at the green gate and walk on the path beside the railings. Staff/pupils enter the main school yard through the gate at the entrance to the field and line up at the Fire Point assigned to them on the astropitch
- Principal's Office, Secretary's Office and Foyer area
Staff/visitors should evacuate the area via the fire doors in the Foyer leading out to the green area. They should walk quietly along the outside of the

classrooms. staff/visitors exit down the first set of steps at the green gate and walk on the path beside the railings. Staff/visitors enter the main school yard through the gate at the entrance to the field and line up at the Fire Point assigned to them on the astropitch.

- Reception area at Front of School
Visitors arriving to the school during Fire Drill are asked to wait outside the building.
- St. John, St. Anthony & Assembly Hall
Staff/pupils should evacuate the classroom and Assembly Hall and exit the building via the door on the corridor opposite Junior 4 classroom. They should walk quietly and line up at the Fire Point assigned to them on the astropitch.
- St. Thérèse, St. Peter, St. Gertrude, St. Brendan & St. Louise
Staff/pupils should evacuate the classrooms and exit the building via the door beside the Senior Boys Toilet. They should walk quietly and line up at the Fire Point assigned to them on the astropitch.
- St. Patrick, St. Vincent, Cookery Kitchen & Prayer Room
Staff/pupils should evacuate the rooms and exit the building via the door outside St. Vincent classroom. They should walk quietly and line up at the Fire Point assigned to them on the astropitch.
- Computer Room, Deputy Principal Office, Blue Office and Staff Room
Staff/pupils should evacuate the rooms, walk quietly down the corridor and exit the building via the door beside the Senior Boys Toilet. They should line up at the Fire Point assigned to them on the astropitch.
- Dinner Room, Kitchen, Bathroom and Adjacent Room
Staff/pupils should evacuate the classrooms via the emergency doors in the Dinner Room which lead out to the green area. They should walk quietly along the outside of the classrooms. Staff open all gates and staff/pupils exit down the first set of steps at the green gate and walk on the path beside the railings. Staff/pupils enter the main school yard through the gate at the entrance to the field and line up at the Fire Point assigned to them on the astropitch.
- Phoenix Room
Staff/pupils should exit the building and walk quietly to the Fire Point in the assigned on the assigned to them on the astropitch.
- Woodwork Room & Gymnasium
Staff/pupils should exit the building via the emergency doors leading into the school yard. They should line up at the Fire Point assigned to them on the astropitch.
- Library & Pottery Room
Staff/pupils should exit the building and walk quietly to the school yard. They should line up at the Fire Point assigned to them on the astropitch.
- Cois Life Building Rooms 1, 2 & 4

Staff/pupils should exit the building via the Main Entrance/Exit door and proceed directly to the school yard. They should line up at the Fire Point assigned to them on the astropitch.

- Cois Life Building Room 5
Staff/pupils should exit the building via the Fire door in Room 5 and proceed directly to the school yard. They should line up at the Fire Point assigned to them on the astropitch.
- Cois Life Building Room 3 & Room 6
Staff/pupils should exit the building via the Fire Door on the corridor and proceed to the right of the building, directly to the school yard. They should line up at the Fire Point assigned to them on the astropitch.

Please note:

The fire exit doors in the following classrooms:

St. Matthew	St. Mark	St. Luke
Woodwork	Gymnasium	Room 5 Cois Life Building

should be unlocked during all class time.

- * When the Gymnasium and Woodwork Room are not in use, the emergency doors should be locked, i.e. mid-morning break and lunchtime.

APPENDIX 3

SAFETY REPRESENTATIVES' CHECKLIST

1 CIRCULATION AREAS

1.1 Steps/ Stairways

Check that:

- 1.1.1. stairways are fitted with sound banisters or rails;
- 1.1.2 stairways are adequately lit;
- 1.1.3 steps are not worn or broken or slippery.

1.2 Passages

Check that:

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc, are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.3 Doors and Windows

Check that:

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 1.3.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.3.4 there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open; when considering the need for adequate ventilation in line with covid 19 guidelines hi visibility strips or equivalent will be attached to open windows to alert pupils and staff.
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

2 HEATING AND VENTILATION

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order.
 - 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
 - 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
 - 2.4 windows can be easily opened to allow for adequate ventilation.
- Further advice on heating and ventilation is given in the next section.

3 FIRE SAFETY

Check that:

- 3.1 the fire exits and escape routes are clear from obstructions;

- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
 - 3.3 all designated fire exits are clearly marked;
 - 3.4 evacuation procedures are clearly displayed;
 - 3.5 staff and children are familiar with evacuation procedures;
 - 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
 - 3.7 there have been practice evacuations/fire drills held at least once per term;
 - 3.8 fire doors open outwards and are not held or wedged open;
 - 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
 - 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
 - 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
 - 3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.
- More detailed advice on fire safety is given in the next section.

4 ELECTRICAL EQUIPMENT

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

- 4.2.1 all the light fittings are working and are kept in a clean condition;
- 4.2.2 light switches are not broken and appear to be in a safe condition;
- 4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Sockets/Leads

Visually check that:

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joins and are reasonably free of 'kinks';
- 4.3.8 Leads are the correct length for the equipment being used;
- 4.3.9 there are no trailing leads;

- 4.3.10 surge protection adaptors are being used and not overloaded;
4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

- 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;
4.4.3 equipment is only being used for purposes for which it was intended;
4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;
4.4.5 mains isolating switches are easily accessible and known to staff;
4.4.6 on/off indicator lights function correctly;
4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
4.4.8 equipment containing liquid has a leakage detector;
4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

5 USE OF GAS

The gas boiler is located in the store room at the bottom of the Dinner Room.

6 FIRST AID

Check that:

- 6.1 notices are posted in prominent positions detailing:
- procedure for calling ambulances etc;
 - telephone number of local doctor, gardai, hospital.
 - procedure for dealing with individual pupils emergencies due to known conditions/allergies etc
- 6.2 first aid boxes are readily available and adequately stocked
6.3 the accident book is readily available and kept up-to-date.

7 GENERAL PURPOSE CLASSROOMS

- 7.1 look again at sections 1-4;

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
7.3 all cupboards, fixed blackboards, display units are stable;
7.4 classroom furniture is not damaged;
7.5 wherever possible, there are no sharp edges or corners on the furniture;
7.6 furniture is positioned safely;
7.7 all shelf mountings are secure.

8 ART FACILITIES

Check that:

- 8.1 safety rules are clearly displayed in all art rooms;
8.2 chairs and stools are sound;
8.3 floors are in good condition and are non-slip;
8.4 guillotines are fitted with an approved safety guard which can be locked;
8.5 floors are swept regularly and studios washed down at least every term;
8.6 materials and partly finished work are stored safely.

9 COOKERY ROOM

Check that:

- 9.1 floors are in good condition and are non-slip;
- 9.2 working surfaces are in good condition and are impermeable;
- 9.3 refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;
- 9.4 there is a wash basin with hot water, soap and disposable towels for washing hands prior to handling foods;
- 9.5 all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

10 WOODWORK, POTTERY, CRAFT ROOM

Check that:

- 10.1 floors are in good condition and are non-slip;
- 10.2 working surfaces are in good condition and are impermeable;
- 10.3 chemicals, dangerous substances, tools and equipment are stored safely, locked away and used only under supervision;
- 10.4 pupils do not cross the taped areas near the machinery;
- 10.5 all materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check;
- 10.6 gas piping is adequate, regularly overhauled and switched off at source when not in use;
- 10.7 sawdust and wood cut-offs cleared from around the areas being worked in

11 HALL, GYMNASIUM

Check that:

- 11.1 floors are clean, even, non-slip and splinter proof;
- 11.2 all brackets securing ropes, wall bars etc are sound;
- 11.3 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 11.4 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 10.5 wooden beams, benches etc are free from splinters and generally sound;
- 10.6 vaulting horses, beams and benches are stable and do not wobble when in use;
- 10.7 in relation to the stage:
 - steps are not damaged;
 - stage lighting is properly wired and earthed, and stored correctly when not in use;
 - curtains run freely.

12 NON-TEACHING AREAS

12.1 Offices

Check that:

- 12.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

12.2 Kitchen Areas

- 12.2.1 the kitchen/dining area is kept clean;
- 12.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 12.2.3 first aid boxes are available in the kitchen area;
- 12.2.4 equipment is adequately guarded.

12.3 Boiler Rooms

- 12.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 12.3.2 all safety devices in the boiler room are in proper working order;
- 12.3.3 the boiler is regularly maintained by a competent person;
- 12.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

12.4 Staff Facilities

- 12.4.1 the staffroom is clean, warm and well lit;
- 12.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;
- 12.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;
- 12.4.4 there is provision for tea and coffee to be made;
- 12.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

12.5 Hygiene

Check that the following are available:

- 12.5.1 soap
- 12.5.2 hand drying facilities
- 12.5.3 hot water
- 12.5.4 toilet paper
- 12.5.5 litter bin per classroom
- 12.5.6 provision for disposal of sanitary towels
- 12.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

12.6 Outside Areas

- 12.6.1 there are no uneven/broken/cracked paving slabs;
- 12.6.2 outside steps are secure, with a firmly fixed handrail;
- 12.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
- 12.6.4 all play areas, are kept clean and free from glass;
- 12.6.5 outside play/PE appliances are securely anchored;
- 12.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
- 12.6.7 outside lighting works and is sufficient;
- 12.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- 12.6.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.
- 12.6.10 Designated bus parking area is kept clear for buses, collecting and dropping pupils to and from school/

APPENDIX 4

Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

- 1 Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
- 2 Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
- 6 When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.
- 7 Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.
- 8 Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
- 9 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
- 10 Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.
- 11 Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

APPENDIX 5

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

A pupil who is sick and clearly unwell should not be in school. In such circumstances the Principal is within her right to ask the parents/guardians to keep the pupil at home.

In the event of a pupil feeling unwell whilst in school, the pupil should be accompanied to the office. An Accident / Illness Report must be completed in relation to the pupil in question.

In the event of an accident to a pupil or member of staff the following guidelines must be adhered to:

- Instigate immediate First Aid.
- Record all accidents / illness in the Accident / Illness Book.
- Information recorded must be a factual account of what took place.
- Staff are asked not to make medical judgements or give opinions regarding the accident/illness.
- Staff completing the form must inform the class teacher/ teacher on duty of such a report and this teacher signs the report form. After completing this form, the book must be returned to the office to be checked by Principal/ Deputy Principal.
- The white copy will be issued to the pupil from the office or posted home and the duplicate will be retained in the Accident / Illness Book.
- If necessary, bring the pupil / staff member to the Assembly Hall.
- If movement is restricted or unwise, the injured party must be supervised and remain at the scene of the accident and Principal/Deputy Principal must be contacted.
- Pupils must be referred to Principal/Deputy Principal if anything other than minor attention is required.
- After a period of observation, a decision will be made by Principal/Deputy Principal if contact should be made with parents/guardians.
- Parents / Guardians will be advised of a son / daughter who has been involved in an accident or injured requiring medical attention. Contact with the parents is made by Principal/Deputy Principal.
- In urgent cases, it might be necessary to phone the ambulance directly from the nearest phone. If this occurs the person phoning the ambulance must then phone the office at 200 immediately to let them know. If the secretary is advised of the location and details, valuable time will not be lost.
- The following information will be required when dialling 999 or 112:
 - School telephone number – 8201859
 - Full address of school
 - School's location, Eircode D20 A072
 - Nature of accident
- Until help arrives the pupil / staff member must be attended to at all times.
- Other pupils and staff not involved in the care of the injured party must not congregate at the scene.
- If an ambulance is called, the class Special Needs Assistant will normally be the staff who will accompany the pupil(s) to the hospital unless otherwise

unavailable to do so. In which case the SNA on rota duty will assume this responsibility.

- The Accident / Illness Report must be completed by the staff member who witnesses the event and/or attends to the pupil(s) / staff member(s) concerned.
- In the event of the injured party being taken to hospital, the report will be photocopied, one copy for the pupil / staff member, one for the ambulance crew.
- Should an accident occur without witnesses, the teacher on duty at the time of the accident is responsible for the accident details and reporting the accident to the office. Accurate and prompt reporting is essential at all times.
- Names of witnesses, staff on duty or nearby should be reported to the office.
- Recording of accidents is reported to the School's Insurers.

APPENDIX 6

Dignity at Work: Building & Maintaining a Positive & Effective Work Environment

- The Board of Management of St. Michael's has adopted the following as part of the school's Health, Safety & Welfare Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

A. Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/Departmental Circulars/ INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

B. What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is 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 described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as *"unwanted conduct"* related to one or more of the discriminatory grounds which *"has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person."*

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

C. A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos and Philosophy
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “*improper conduct or behaviour*” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

D. Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where

bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

E. What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

F. Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.