



Health and Safety Policy

Dalkey School Project NS

Glenageary Lodge
Glenageary
Co Dublin

May 2019

1. INTRODUCTION

This is the Health & Safety Policy drawn up by the Board of Management of Dalkey School Project N.S. This document has been prepared in compliance with the Safety Health & Welfare at Work Act 2005.

Dalkey School Projects NS is a co-educational primary school with an enrolment of approximately 235 pupils. There are approximately 13 teachers, 7 Special Needs Assistants, one caretaker and one secretary. The senior playground is leased from Dun Laoghaire Rathdown County Council and is shared with the local community.

2. ROLE OF THE BOARD OF MANAGEMENT

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of every employee, student and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

This policy shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. In that process tasks will include: identifying hazards, carrying out risk assessments, deciding on precautions needed, recording findings and names responsible, and updating of policy to reflect the outcome of these tasks.

The aim of the Board of Management is to provide, so far as practicable, a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

- Observing the general rules of safety, including yard rules – running, cycling, etc
- Using all plant, machinery and equipment in a safe and proper manner.

- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors and passages, particularly those leading to escape routes, are kept free of obstructions at all times.
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

3. SAFETY ORGANISATION

Safety is a line management responsibility. Teachers, Special Needs Assistants (SNAs) and Ancillary Staff are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Health and Safety Representative from the Board of Management shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Health & Safety Policy and shall be familiar with its contents. The Principal will make sure the induction of any new employee will include a review of the policy, and their signature in the Declaration of Sight appendix. The Policy shall also be made available to parents in a folder in the office and on the school website.

All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

An accident report form will be completed and filed following an occurrence, in the Health and Safety Report Books which are stored in the Principal's office and/or in the Emergency Room (ER).

4. DUTIES OF EMPLOYEES and SERVICE PROVIDERS

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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

- (c) To use, in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare 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 becomes aware.

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

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

5. HEALTH AND SAFETY REPRESENTATIVE

The Principal shall be responsible for overseeing the safety provisions on behalf of the school and Deborah Reynolds is the Health and Safety Representative elected under the provision of the Safety, Health and Welfare at Work Act 2005. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows:-

- a) To guide and advise on all health, safety and welfare matters.
- b) To ensure that the School fulfils all statutory requirements in respect of the Factories Act 1955, Safety in Industry Act 1989.
- c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- d) To undertake regular and appropriate revision and auditing of the School safety procedures and methods of operation, to ensure that they are kept up to date.
- e) To ensure that adequate fire protection and prevention measures are provided.

- f) The Health and Safety Representative shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed.

Particular attention will also be paid by the Health and Safety Representative to the following potential hazards:

- a) Access / Egress - floors, steps, ladders
- b) Lighting and Ventilation
- c) Heat and Humidity
- d) Electrical – Sockets, Plugs, Framed Wiring
- e) VDU usage, workstation and ergonomics
- f) Fire Risk, emergency evacuation procedures, Fire Drills
- g) Light machinery safety: photocopiers; fax machines; PCs; laptops; scanners; TVs; video recorders etc. (Staff should treat said equipment with care and report any faults to the relevant personnel who will arrange for the repair / replacement for the equipment.)
- h) Yard – surfaces, shore coverings etc.

6. REPORTING ACCIDENTS AND HAZARDS

Causes of accidents shall be investigated and corrective action shall be initiated to prevent a recurrence.

Staff have a duty to report directly without delay:

- a) Any area which may reasonably be considered a serious and immediate danger to health and safety.
- b) Any matter which may reasonably be considered a shortcoming in health and safety arrangements.

These matters should be reported to the Health and Safety Representative and Principal and written in the Health and Safety Report Book in the office.

The Board of Management of Dalkey School Project N.S. wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health and safety.
- There shall be safe access to and from places of work for staff and students and visitors.
- Plant and Machinery may be operated safely in so far as is possible.

- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health and safety.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees and pupils.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees and pupils.
- Plans for emergencies shall be complied with, including evacuation drills, fire extinguishers, and accident reporting, and revised as necessary.
- An appendix of Emergency Phone Numbers, including Emergency services, will be appended to the Policy. This will also be displayed in the staff room.

7. HAZARDS

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:-

Main switch/fuse board – No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses. The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards. Suitable electrical warning signs will be placed near main electrical switch gear.

Boiler House – Only authorised persons will be allowed into the Boiler House. All persons so authorised will be made aware of the special hazards i.e. high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boiler house will be kept clean, tidy and locked at all times. A safety sign outlining hazards will be kept in the boiler house.

Chemical Hazards – The Safety Data Sheet for any and all chemical / cleaning substances is either present with the item or already on the container for it. An inventory of hazardous substances and their locations will be kept with the Health and Safety Policy.

Cleaners' Closet – The Cleaners' closet must be locked during school hours and Extra Curricular Activities (ECAs) hours.

Ladders – Ladders must be used with care.

Class Rooms – Class rooms should be kept tidy.

Corridors – Corridors will be kept as clear and tidy as possible. Following a risk assessment it has been decided that the large chairs will be neatly stacked in the lower corridor and not in the Hall.

Hall – The Hall room will be kept as free as possible of all non-essential furniture in order to provide a safe environment for all P.E. activities.

P.E. – Teachers taking these classes should ensure that children wear suitable clothing. Teachers should also ensure that children do not climb on the P.E. equipment unless instructed to do so.

Running in School – Running is strictly forbidden in corridors and class rooms. (See Code of Behaviour). This also applies to Extra Curricular Activities.

Kitchen and Staffroom – Kitchen and staffroom will be kept clean, clear and tidy. Care must be taken at all times when using water boilers, kettles and other kitchen equipment. Children will be supervised at all times while using the kitchen or kitchen equipment during cookery lessons.

Portable equipment – Faulty equipment should be isolated from the power supply and removed for repair. Persons should check plugs and flexes before using equipment. Trailing leads should be used in such a manner as they do not cause a hazard to people through tripping and should be inspected by the user for faults. All faults should be reported to the Principal or the Health and Safety Representative.

Maintenance Equipment – All tools and materials used in maintaining and cleaning the school shall be tidied away immediately after use, and stored in sheds or cleaners' closet out of students' reach.

Infant Yard (Upstairs Patio) Gate – The gates to the Infant yard will be monitored by the supervising teachers at yard time.

School Sheds – All school sheds, Caretaker, Garden, PTA, must be accessible to the Principal and Health and Safety Representative. Keys should be stored in the office.

School Garden, including pond – Children will be supervised at all times during gardening lessons. Equipment will be stored in the sheds where possible, not in the garden.

Emergency Escape Routes – Escape doors must not be locked during occupation of the building. Staff and pupils will be made aware of the escape routes by regular fire drills. All escape routes will be kept clear at all times.

Fire Safety – A school evacuation procedure has been drawn up. A copy of this procedure will be made available to all employees including temporary and substitute teachers. A copy will also be displayed in each class room and in the staff room.

- Evacuation drills will take place at least twice a year. It is the responsibility of the Principal and the Health and Safety Representative to ensure that this happens. Employees should familiarise themselves with the procedures so that a fast and effective evacuation of the school can be completed in the event of an emergency. When evacuating the building, the teachers will bring their roll book with them. The children will not bring anything with them.
- Evacuation drills will also take place during Extra – Curricular time, and the relevant staff should familiarise themselves with the procedures.
- Evacuation drills will also take account of times when staff are away from children during break times.
- An assembly area is designated outside the building in the school yard.
- Fire extinguishers are provided and will be maintained on a regular basis. Employees will be instructed in the safe use of this equipment.
- Position of extinguishers and exit doors will be clearly identified.
- Emergency escape routes will be posted by classroom doors and throughout the building.
- Re-Entry to the school building is prohibited until the all clear has been given by the Fire Officer attending the fire and in the case of a fire drill, until the Principal has given the all clear.
- Contractors will be made aware of evacuation and emergency procedures.
- Signs will be placed around the school to show appropriate reaction in the event of a fire or a fire alarm.

- In accordance with the Fire Services Act 1981, Section 18(2), it is required that an announcement is made at the commencement of any public event (AGM, Student Play etc) giving directions as to what to do in the event of a fire or alarm being given.

Wet corridors/ floors – It is the policy of the Board of Management of the Dalkey School Project N.S. that every attempt will be made to avoid the creation of slippery surfaces. Floors will not be polished or a non-slip polish will be used. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used.

Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, particularly the upstairs patio and the outside stairs. Parents and children will be directed to use the inside stairs when this is necessary.

Step edges shall be clearly marked.

Broken Glass - The Board of Management shall minimise the danger arising from broken glass. Staff members are asked to report broken glass to the Principal so that it may be immediately removed.

Infectious Diseases- It is the policy of the Board of Management of Dalkey School Project N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

General – A maintenance log book will be available in the secretary's office. Members of staff should record any daily maintenance requirements and faults in the book.

8. OFFICE MACHINERY

Office machinery includes photocopying machines, printers, guillotines and binding machines. Children may not use any machinery unless with the permission of the principal or class teacher.

Installation

Machines will be positioned in a well ventilated area away from doorways.

The main on/off switch will be accessible at all times.

Repairs

Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by staff where clear instructions exist and the action presents no hazard.

While machines are fitted with interlocking mechanisms to prevent electrocution, they should still be switched off before accessing the interior. Care must be observed to avoid hot surfaces.

Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.

The areas around photocopiers/printers should be kept tidy at all times.

Major Faults

Major faults, including any electrical faults, frayed wiring, must be reported immediately and the machine must be switched off. A printed notice should be posted on the machine stating 'Out of Order' until a fully qualified technician repairs the machine.

Maintenance

Basic maintenance of machinery will be carried out regularly by competent technical contractors.

Light Intensity

Photocopiers and laser printers are provided with strong light sources. Covers must be in place when copies are made.

9. ELECTRICAL APPARATUS

The following precautions must be observed by all staff and employees to minimise the risks associated with electricity:

Any broken, ineffective or damaged electrical equipment, such as loose connections and frayed cables, must be reported immediately.

The electrical unit must be switched off immediately.

Care should be observed and assume all electrical circuits are live unless there is absolute certainty that they are not.

10. MANUAL HANDLING

Always consider whether help is necessary to lift an awkward or heavy load.

A trolley or some other mechanized system should be used wherever practicable.

Do not allow the load to obstruct your view, particularly when using stairways.

Ensure the area in front of you is clear from obstructions.

If carrying a load, ensure that you do not proceed backwards.

11. WELFARE

Members of staff are reminded that:

- a) any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- b) they are not allowed to carry out duties whilst under the influence of illicit drugs or alcohol.

12. FIRST AID PROCEDURES

The School First Aid Boxes are located in the office, the Emergency Response (ER) room and Room 4 (upstairs resource room). The person in charge of the ER will be responsible for checking and replacing items in the First Aid boxes.

In the case of a graze or minor cut, the wounded part is to be cleaned with water and tissue by a member of staff. Surgical gloves should always be used in treatment of these cuts/grazes. Surgical gloves are part of the First Aid Box equipment.

In the case of a more serious cut, the Parent/Guardian is called. In the event of the Parent/Guardian being unavailable the child is taken to a doctor or hospital.

All injuries are to be reported to the Principal and Parents/Guardians. Covered ice is to be applied to bumps and the child is to be constantly observed until the parent/guardian arrives.

A sticker is put on children who bump their heads to alert parents/guardians to the incident. Serious cuts and bumps are to be recorded by the teacher on duty in the Accident Book in the Principal's Office.

Parents/Guardians are asked to sign a form giving permission to the School to have the child taken to hospital if the parent/guardian cannot be contacted.

The Board of Management has the responsibility to encourage an awareness of, and training in, First Aid among the staff.

The names of staff trained in First Aid will be displayed in the staffroom.

13. MEDICAL CONDITIONS INCLUDING ALLERGIES

All staff members are made aware of children with specific medical conditions and allergies. Parents/Guardians are required to inform the school of such conditions.

14. ACCIDENT/INCIDENT REPORTING

All accidents whether to employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.

An Accident Report Book is kept in the Principal's Office for recording all accidents.

15. ACCESS TO SCHOOL

Insofar as it is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. During Extra Curricular Activities (ECAs) anyone entering the school premises shall be required to identify themselves to the Co-ordinator or the Teacher. Clear signage will be provided. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of

the Health and Safety Policy applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his staff shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

The children will be advised of the dangers inherent with any construction work and will be advised by the class teachers and the principal of the need to "STAY AWAY". The children are forbidden from going near any construction site and from interacting with the workers during the course of their work.

16. 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 attention of the Board of Management. The Board will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

17. DROP OFF AND COLLECTING CHILDREN

All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.

Car drivers are advised to drive slowly approaching the school when delivering and collecting children.

Care must be taken never to obstruct gateways or access of neighbours.

Children are not allowed into the school before 8.30 am

Children should be collected promptly at end of school day or after extra-curricular activities. Children should go to the office if they are late being collected.

DSP Traffic Management plan: School traffic is discouraged from entering the last section of the Cul de Sac directly outside the school gates back to the next junction at Glenageary Lodge.

Drivers are discouraged from:

- driving or parking their car past the Glenageary Lodge junction.

- parking in a position that might obstruct any of our neighbours from entering or exiting their drives.
- parking in a position that might prevent emergency vehicles from accessing the school or any of the residences in Glenageary Lodge, Arnold Grove or Hillcourt Road.

18. MORNING ASSEMBLY

Children are welcome to gather in yard from 8.20am in the mornings. This period *is not supervised by staff*, parents/guardians are still responsible. On very wet mornings, or during icy conditions, children are supervised in the Hall from 8.20 - 8.30am. Official school opening time is 8.30am. Parent/Guardians and children should not enter school before 8.30am without seeking permission.

19. OTHER POLICY DOCUMENTS

The Health and Safety policy should be read in conjunction with other relevant policies:

- Code of Behaviour
- Critical Incident Policy
- Guidelines on the Administration of Medication to Pupils
- Management of Chronic Illness
- Healthy Eating Policy
- Anti-bullying
- Child protection
- Acceptable Technology Use Policy
- Code of Conduct for Extra Curricular Activities
- School trips
- Sexual Harassment
- Severe Weather Policy

20. SAFETY AUDITS

Safety audits will be carried out annually by the Health and Safety Representative.

21. CONSULTATION AND INFORMATION

It is the policy of the Board of Management of the Dalkey School Project N.S.

- to consult with Staff and P.T.A. in the preparation and completion of the Health and Safety Policy;
- any additional information or instructions regarding Health, Safety and Welfare at work will be conveyed to Staff and P.T.A. as it becomes available;
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans;
- that Health, Safety and Welfare will be an item on the agenda of every Board meeting.

22. CONCLUDING COMMENT

This Health and Safety Policy has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. All amendments and updates will be recorded in the Health and Safety Policy.

Signed: _____

Chairperson of the Board of Management

Date: May 2019

Appendix A: Declaration of Sight

All permanent and temporary staff members will sign and date acknowledging that they have received a copy of the policy and agree to uphold all of its procedures and regulations.

I have received a copy of the Health and Safety Policy and agree to uphold all of its procedures and regulations.

Signed:

Date:

Appendix B: Accident Report Form



**DALKEY SCHOOL PROJECT NATIONAL
SCHOOL**

ACCIDENT REPORT

TO: Principal, DSP NS

FROM: _____

DATE/TIME:

CLASS: _____

NAME OF PERSON: _____

INCIDENT _____

ACTION TAKEN: _____

Signature _____ Date _____

Please return completed form to office.

Appendix C: Emergency Exit Procedures

- On hearing the alarm bell teachers will immediately escort their class out of the building
- Teacher will take the laminated class list.
- Teacher will exit the classroom last, checking the toilets on the way
- The Learning Support teacher (upstairs) and the Principal (downstairs) will do a sweep of all rooms, including toilets, before they exit the building.
- Learning Support and Resource teachers will bring any children to the relevant class group in yard
- Each class will exit the building in a quiet and orderly manner through their designated exit door
- Each class will line up in their designated spot on the top yard
- The class teacher will call the roll. In the event of a child being missing, the teacher will immediately inform the Principal.
- No one will re-enter the building until the all-clear instruction is given

Appendix C.1 Emergency Exit Procedures for ECAs

- On hearing the alarm bell ECA teachers will immediately escort their class out of the building
- ECA teacher will take the attendance list
- ECA teacher will exit the classroom last, checking the toilets on the way
- The ECA Teacher/Supervised Study Teacher in 1st/2nd class will hold the fire door open while the ECA group exit
- The ECA Supervisor will do a sweep of all rooms, including toilets, before s/he exits the building.
- Each group will exit the building in a quiet and orderly manner through their designated exit door
- Each group will line up quietly in their designated spot on the top yard
- The ECA Teacher will call the roll and inform the Supervisor when complete. Supervisor will stand in designated spot in top yard.
- No one will re-enter the building until the all-clear instruction is given

Appendix D:**EMERGENCY CONTACT LIST**

Garda	Blackrock	666 5200
	Dun Laoghaire	666 5000
	Dalkey	666 5450
Hospital	National Children's Hospital, Adelaide & Meath, Tallaght	414 2000
	St. Michaels Hospital Dun Laoghaire	280 6901
	St. Vincents Hospital Blackrock	269 4533
Fire Station	Dun Laoghaire	280 1904
HSE	Dun Laoghaie (Dental)	280 8403
	Dun Laoghaire (Other)	280 8471
	Community Services	236 5200
	Children & Families Civic Offices, Bray	274 4200
School Inspector	Edel Corcoran	
N.E.P.S. Psychologist		0761108400
DSP Chairperson	Ross McManus	087 686 9147
ET Liaison	Deirdre O'Donoghue	429 2500
INTO	35 Parnell Square Dublin 1	1850 277 377 Fax (01-8733253)
Inspire Wellbeing	www.inspirewellbeing.org	
Parish Priest	Sallynoggin	285 4667

Appendix E : Hazardous Substances and their locations

Junior Infants:

Senior Infants: Air freshener

1st:

2nd:

3rd:

4th:

5th:

6th: Essential oils

Staff Toilets: Air freshener

Kitchen: dishwasher tablets and cleaner, disinfectant

Caretaker's Shed: WD40, White Spirit, Disinfectant, Air Freshener, Weed Killer, Line-marking paint.

Cleaners' Room: all items are listed in the Schormann Services folder which is kept in the staffroom.