

MONAGHAN MODEL SCHOOL

Health and Safety Statement

Introductory Statement

This existing Health and Safety Statement was updated by the staff of Monaghan Model School in conjunction with 'Guidelines on Managing Safety, Health and Welfare in Primary Schools' in 2014 and was reviewed again in November 2020. The Covid-19 School Response Plan and Logistics Plan were considered when reviewing this statement. All teaching staff and the safety representatives from the Board of Management were involved in this review.

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 and Safety Statement. The Board of Management of Monaghan Model School is committed to safety and health. This statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health welfare standards in our school and in keeping with our Logistics Plan.

The Board of Management in drafting this statement has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management is also taking into consideration its 'duty of care' role in the school and this is an integral part of our Health and Safety Statement.

This policy requires the co-operation of all employees. It shall be reviewed annually/regularly or if necessary, in light of experience, changes in legal requirements or operational changes. An internal and external safety audit will be carried out annually and a report made to staff / board of management. All records of accidents and ill health will be monitored to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill health.

Relationship to the characteristic Spirit of the School

The Board of Management of Monaghan Model School is committed to the creation of a safe and healthy working environment for all members of the school community.

Aims

In drafting this policy the Board of Management aims to achieve the following with this statement:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks;
- to take into account the Covid 19 School Response Plan and the Logistics Plan;
- to ensure understanding of the school's duty of care towards pupils;
- to ensure that plans are in place in the event of emergencies and that they are complied with and revised as necessary;
- to protect the school community from workplace accidents and ill health at work;
- to outline procedures and practices in place to ensure safe systems of work;
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, 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. PPE*

Responsibilities of employer - Board of Management

It is the responsibility of the Board of Management to

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Maintenance of an appropriate security and fire detection system
- Employ a suitable company to check all fire-fighting equipment in the school on an agreed regular basis (Once a year)
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practical.
- Ensure that an internal and external safety audit is carried out annually.
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare

Responsibilities of employees:

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with.

Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- **To report without reasonable delay any dangerous practices or situations that you are aware of to Rhonda Stewart or Linda Mills**
- To take responsibility for their own classrooms and to ensure that in so far as is reasonably practical that the means of access are safe and free from hazards or risk
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Role and Responsibility of the safety representatives (A Teacher and a Board of Management representative) (Section 25 Safety, Health & Welfare at Work Act 2):

The safety representatives have the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed (annually) with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.
- Prepare an orderly evacuation system in the event of a fire or any other event which may require children and staff to leave the school building, including a fire drill. This will be on display in every area of the school.

Role and Responsibility of the Care-taker

- To check all equipment and work areas to ensure they are safe to use and to report or repair any safety concerns
- To maintain the school building and environment in safe condition and to liaise directly with the principal when a safety issue arises
- Use the correct systems of work and equipment for each activity and job
- To participate in safety training when required
- To report immediately accidents or safety concerns or defects or any new hazards to the Principal and Safety Officer
- To support the annual Hazard Inspection, carried out each school year.

Role and Responsibility of the Cleaner

- To protect their own health and safety and that of any other person likely to be affected by their work
- To report immediately accidents or safety concerns or defects to the Principal and Safety Officer
- Where a defect or safety concern is identified ensure suitable isolation to prevent reuse of equipment until it is made safe.

Role and Responsibility of the Contractors

- All contractors employed by Monaghan Model School will be required to comply with the requirements of the School Safety Statement.
- To protect their own health and safety and that of any other person likely to be affected by their work
- Adhoc/minor works, the contractor will be required to submit a Safety Statement plus the insurance details prior to commencing work. These must relate specifically to the work being undertaken on the school's behalf.

Hazard identification Procedures

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

A hazard is anything that can cause harm or ill effects and can may include physical, health, biological, chemical and human hazards.

Risk means the likelihood of a harmful event such as an injury or death occurring from the hazard and is classified within the following categories:

- 1) Extreme: Death or serious permanent disability
- 2) High: Amputation of limbs, serious damage to spinal cord, or serious internal injuries
- 3) Medium: Fractures, back injury, dislocation of joints, fingers
- 4) Low: Cuts, open wounds, sprains, strains

The following hazards (in so 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.

Identification of Hazards, Risk Assessment and Action(s) Taken Updated – November 2020					
Hazards Naturally Occurring	Low/ Medium/ High risk	Risks to persons	Action Taken Control Measure	Date	Person Responsible
Steps up to the Play Yards	Low	Bodily Harm to Whole school community	Handrails must be held going up and down. Children walk in single file up and down steps. Running not permitted. Included in school rules	Ongoing	Whole school community √
Goal Posts in Football Yard	Low	Bodily harm to children who play football at break times	Padding to be put around both posts and replaced when necessary	Ongoing	Caretaker √
Steps at porch outside GP Room	Low	Bodily harm to teachers and pupils and the members of the	Outdoor overhead lights to be turned on when this exit is in use.	Ongoing	Organisation using the exit √

		community who use this exit			
Gate from top yard down to the grassy area should be kept closed	Low	Children at playtime Intruders could gain access	Teacher on duty in this yard monitors the area. Gate is closed on entry to and exit from the yard	Ongoing	Teachers on Duty
Aggressive or violent behaviour by employees, pupils or parents	Medium	Bodily harm or ill health	Implementation of Code of Behaviour, Anti-bullying policy, Positive staff relations, Grievance procedure	Ongoing	School Community
Moss growing on ground in the school environemnt	Low	Slip Hazard	Treat for moss regularly. Cones used if deemed slippery to mark the area as a no go zone	Ongoing	Care-Taker & Teachers on Duty
Grass Pathway leading up to the football yard from the school building	Low	Bodily harm to children and teachers accessing the football yard at break times	The ground has been covered with a thick mesh and then non-slip rubber mats placed on top to create a suitable pathway to the football yard that is safe and clean – Redone March 2020	Ongoing	Monitored by Teachers, Board of Management & Care Taker

Annual External Risk Assessment of School Grounds – November 2020

Identification of Hazards, Risk Assessment and Action(s) Taken
Updated – November 2020

Hazards Arising	Low/ Medium/ High risk	Risks to persons	Action Taken	Date	Person Responsible
Broken Spouting in courtyard	Low	Children at risk of a cut from sharp edges	Broken spouting was repaired	November 2020	Care-Taker
Loose parts on fence between top yard and football pitch	Low	Sharp edges that loosen due to wear and tear could cause a cut	Tighten with cable ties. Teacher on duty monitors activity around fence	Ongoing	Care-Taker
Mobile Basket Ball Hoops	Low	May blow over in stormy weather	Fill with water or sand to prevent blowing over	Ongoing	Care-Taker & teachers on duty
Sharp kerb edges at Head Height in Play yard	Low	Injury to child	Kerb end to be sourced – kerbs to be covered with protective padding as a temporary measure	Feb/March 2020	Malachi Smyth (Parent Safety Rep on BofM) & Care-taker
Blackboard in the shelter in the yard	Low	Piece broken off. Sharp edge at top end.	Sharp edge needs to be snapped off and secured to the wall with another bolt.	December 2020	Care-Taker
Banisters in the courtyard at the bottom of the steps	Low	At head height and risk of children running into them	Padding replaced on the end of these when necessary.	Ongoing	Care-Taker

**Annual Internal
Identification of Hazards, Risk Assessment and Action(s) Taken
(Indoors) – November 2020**

Hazards	Low/ Medium/ High risk	Risks to persons	Action Taken	Date	Person Responsible
Sand / Water Trays stored in corridors	Low	Injury to child	Wheels to be kept in under the trays and not protruding	Ongoing	Whole School Community
Out of bounds Store Cupboards and Areas inside the school building	Low	Children could access areas that are out of bounds	Doors to these areas have been secured with a latch that is outside of the children's reach	Ongoing	Teachers, Care-Taker and Cleaner ensures latches are closed.
Mats inside doorways	Low	Slip Hazard	Mats are replaced if they are curling or causing a trip hazard.	Ongoing	Whole School Community

As part of the general approach to safety, other policies and practices which have a bearing on safety, health and welfare will need to be put in place and communicated to employees, pupils, parents and others using the premises. Some examples are given below. These need to be monitored and updated regularly e.g. an annual fire safety audit, a school environment audit.

Health and safety should be considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. Our duty of care must also be considered in all areas and aspects of school life.

Procedures to deal with emergencies

- Emergency contact procedures
 - The school secretary updates contact details annually. These are kept in a secure location in the office and each teacher receives a copy for her class which is also kept in a locked cupboard. The teachers and the secretary have access to these details.
 - In case of emergency parents/guardians or emergency contact person nominated by parents/guardians are contacted by telephone.
- Fire-drill and school evacuation procedures
 - Fire-drills are held once each term.
 - All teachers and pupils are aware of the designated assembly point/s following evacuation of the building. These assembly points are clearly marked.
 - The school revises these procedures annually and all staff members are informed of any changes.

- Serious Accident Procedure & Accident Report Form. (See “Guidelines on Managing Safety, Health and Welfare in Primary Schools”).
- A report must be made to the HSA in respect of the following types of incident:
- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises;
 - An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident;
 - All accidents sustained by students will be recorded in an Incident Report book. Where such accidents require medical attention an Accident Report form will be completed.
 - Accidents can be reported to the HSA using an ‘IR1 form’ which can be accessed directly online at www.hsa.ie
- Severe Weather Conditions
 - Frost/Ice/Snow: The driveway and walkways will be cleared and salted. Non slip mats will be used to secure a safe pathway from the yard into the school building
 - Wind: Children will not access the yard during high winds and the school yard will be kept clear of any items that may cause a hazard during high winds.
 - Emergency closures
 - Where the school needs to close for particular emergencies, parents will be notified in the following way:
 - by text a parent or
 - an announcement on the local radio station if suitable.

Health issues

- Enrolment Form
 - Parents are requested to identify any allergies/illnesses pertaining to their child on the enrolment form
- Administration of Medication
 - In specified exceptional circumstances application must be made to the Board of Management.
- Sickness or Injury
 - Children who become sick or are seriously injured during the school day are sent home.
 - Procedures outlined in the Covid 19 School Response Plan and Logistics Plan will be followed.
 - The school will deal with minor accidents/illnesses and basic first-aid that will be administered by a member of staff. A First Aid Box is kept fully stocked in school at all times. Disposable gloves must be worn when administering first aid.
- Procedures for Calling an Ambulance for a Child
 - If a child becomes very ill or is involved in a serious accident , every possible effort will be made to contact the pupil’s parents or guardian
 - If a child is seriously injured in the classroom, the teacher sends for help from another staff member or uses the classroom phone to ring for help if the situation allows. If necessary a member of staff will ring for an ambulance
 - Arrangements will be made to take the other children out of the classroom. The injured child stays with a member of staff until the arrival of parents/guardian or an ambulance. If parents/guardian cannot be contacted, a teacher is delegated to accompany the child to hospital in the ambulance
- If a Teacher Requires an ambulance
 - If a teacher has a serious accident or illness, a child should report to the teacher next door. Teachers will remind their children of this procedure once per term – 2

- children will get help from the teacher next door in the case of your own teacher needing help
 - The teacher next door sends a message to the office. A member of staff will ring for an ambulance if deemed necessary
 - A member of staff will take the children out of the injured teacher's classroom. A staff member will remain with the injured/ill teacher until medical help or an ambulance arrives. A member of staff will be delegated to travel with the injured teacher in the ambulance
- A defibrillator is available in school, outside the school office
- Illnesses and contagious infections rubella, chicken pox etc;
Where pupils have infectious diseases parents are required to keep them at home. In the case of a pandemic outbreak guidelines from the HSE will be adhered to. See Covid 19 School Response Plan, Risk Assessment and Logistics Plan
- Head-lice
 - When parents inform the school about an outbreak of head-lice a letter/notice/text message is sent home requesting parents to check their children over a particular weekend and treat as necessary.
- School hygiene
 - Soap and paper towels are available in all toilet areas.
 - Hand Sanitising stations at every entry point to the school and in every classroom
 - Wipes and table pray available for cleaning tables during the school day.
 - All surfaces are fogged daily.
- General cleanliness of school environment - See Logistics Plan and Covid 19 School Response Plan
 - A caretaker and cleaner are employed to maintain the school premises both inside and out.
- Healthy eating : (Refer to School's Healthy Eating policy.)
- Water
 - Drinking water is available on tap in the school for staff and pupils.
- Access to School
 - An intercom system on the front door ensures that anyone visiting the school is required to identify themselves to the Principal, school secretary or member of staff before gaining admittance.
A visitors Log book is kept in school. All visitors sign in and out and dates, times of Arrival and departure and purpose of visit are recorded.

Safety and welfare issues

Pupils

- Assembly and Dismissal of Pupils
 - Children are not encouraged to be on the premises prior to 9.00 a.m. At that stage they assemble in the classroom where they are supervised by the teacher.
 - Children arriving before 9.00am collect outside the designated entry point to their classroom and adhere to social distancing while they wait.
 - Bus children leave the premises at 2.45pm and are escorted down the avenue by a member of staff. If their transport or escort is late arriving they remain at the school door.
 - Children from 1st – 4th class who are collected by a parent or guardian assemble at the top of the avenue at 2.55. They are joined by 5th & 6th class at 3pm and escorted to the school gate.
 - No traffic is allowed in the school grounds during these arrival and dismissal times.

- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
 - The parent/guardian must collect the pupil from the front door having informed the school in writing or by a telephone call prior to the appointment time.
 - Children who leave school before the end of the school day must sign out before exiting the building.
- Supervision of Pupils:
 - In the event of a teacher being absent the principal or another teacher is appointed to supervise until a substitute can be employed.
 - The supervision roster for playground duty is agreed at the beginning of each school year.
 - This roster is kept as part of the school records.
- Morning Drop Off

On arrival at school in the morning pupils should be dropped off at the bottom gate and walk up the drive.

Driving down the avenue is prohibited between 9.00am and 9.30am
- Incident / accident book
 - The supervising teacher will write the report in the event of a more serious incident or accident. This record will be kept in a cupboard in the staffroom.
- Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others
- Allegations or Suspicions of Child Abuse:
 - The school's Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse.
- School tours / outings: (Refer to School Policy on Tours and Outings)
- Mobile phones/Photography: (Refer to School Policy on Mobile Phones and school policy on photographs)
- Fire Safety

Master Fire service the fire detection system quarterly

Master Fire service the emergency lighting system quarterly

Annette Fire Protection service the fire extinguishers annually

There is an evacuation system on display in the school and assembly points clearly Marked.

A Fire drill takes place once per term.

Annette Fire Protection deliver a safety talk to all staff and a demonstration of the use of fire extinguishers every 4 or 5 years on request. Most recent safety talk and demo was on 13th November 2020.

Staff

- Garda clearance
 - The school conducts a Garda check on all persons employed.
 - The members of the Parents Association are garda vetted.
 - Garda vetting is secured for all personnel coming into school to deliver PE lessons, SPHE lessons or other such workshops.
- Assaults on Teachers/School Employees: See Appendix 23 p.210 CPSMA Management Board Members' Handbook
 - Respect for others is the principle at the heart of our school's ethos. With this in mind the school aims to maintain a culture where abuse of any nature is not tolerated.
 - If an incident did occur the Board of Management would convene an emergency meeting.
- Staff work in a comfortable and safe environment.
- Staff are instructed in the use of fire extinguishers.
- Appropriate safety gear and PPE is available where necessary for all members of staff.

Equipment and materials

- All lawnmowers, drills, ladders and any other equipment associated with school maintenance are stored in a safe area which is not accessible to children. Teachers and caretaker have access.
- Solvents, chemicals, cleaning agents etc. are stored in the cleaning room. Teachers and caretaker have access.
- All electrical equipment, computers, cameras, ipads and other technologies are stored safely

Safety Resources & Certificates

A Box File containing all the literature/resources relevant to Health & Safety is stored in the school office. The contents are as follows:

Classroom checklists

Risk Assessments

Fire Extinguisher Certificates

Accident Report Forms - Template(on file for 10 yrs)

Certificates of Training Courses attended

Copy of the Safety Statement

Fire Exit Routes

Success Criteria

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

Roles and Responsibilities

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as soon as possible when identified.
- The Safety Officer, Malachy Smyth, liaises with the Safety Representatives prior to board meetings and assists in the compilation of a risk assessment annually.
- Rhonda Stewart and Linda Mills are the Safety Representatives.
- Each member of staff has responsibilities as outlined at the beginning of the policy. All staff should use their own initiative in relation to safety issues.

Implementation

These procedures will apply from December 2020

Timetable for Review

The Safety Statement will be reviewed annually or more frequently if necessary.

Ratification and Communication

The Board of Management officially ratified the policy on:

Date: 11/12/20 Signature: Ian Berry

The Health and Safety Statement will be on display in the school and is available to parents on request.

Reference Section

- Guidelines on Managing Safety, Health and Welfare in Primary Schools
- Guidelines on Preparing your Safety Statement, HSA www.hsa.ie
- www.safework.ie
- A short guide to The Safety, Health and Welfare at Work Act 2005 (www.hsa.ie)
- Report of the Advisory Committee on Health & Safety Statement for Schools. HSA. This report contains a format for a Safety Statement.
- INTO Guidelines for compiling a Safety Statement
- INTO Safety Representatives Checklist for School Inspections (Under H & S Background information on www.sdps.ie)
- CPSMA Management Board Members' Handbook. Appendix 36, 37, 38
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 Compiling a Safety Statement
- A Guide to Insurance, Safety and Security in the School. (2002). Church & General p. 24-32
- Safety, Health and Welfare at Work Act, 2005 (www.hsa.ie)
- "The Report of the Advisory Committee on Health and Safety in Schools." Health and Safety Authority, 10 Hogan Place, Dublin 2. Tel.: 01 - 6147000
- A Short Guide to Health and Safety Law. HSA
- Round Hall's Primary Education Management Manual CD – ROM

- Glendenning D. (1999) Education and the Law. Ch. 9 The Teacher's Duty of Care: Negligence
 - Mahon O. (2002) The Principal's Legal Handbook.IVEA.Ch.3 Safety, Health & Welfare in School
- Guidelines on Countering Bullying Behaviour in Primary and Post Primary Schools (DES1993)
- Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000
- Code of Practice on the Prevention of Workplace Bullying. HSA 2002
 - Guidelines for developing a School Substance Use Policy. DES Oct. 2002
 - Child Protection. Guidelines and Procedures. DES 2001
 - Children First. National Guidelines for the Protection and Welfare of Children. Department of Health and Children 2015
 - Guidelines on First Aid (Index chart) from the regional Health Promotion Units
 - "Infection in School". A manual for school personnel, available from regional Health promotion units on www.healthpromotion.ie
 - Responding to Critical Incidents - Advice and Information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1

Websites:

DES	www.education.ie
SPDS	www.sdps.ie
INTO	www.into.ie
IPPN	www.ippn.ie
Health and Safety Authority	www.hsa.ie
Church and General	www.cg-online.ie

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/ High	Risk to persons	Action Taken	Date	Person responsible

Annual School Audit

A. School Environment. School Record for School Year _____

Date	Identified Damage/Hazard	Location in school	Reported to... Date	Action taken	Cost/Observations etc in maintaining safety

