

## Health and Safety Policy

### **This policy relates to:**

The school and school community, the school's mission statement and other important policies such as the Code of Behaviour, Special Needs, Critical Incident, Substance Abuse, Child Protection, Anti-bullying and Acceptable Use Policy.

### **Health and Safety Management Team**

- Principal
- Deputy Principal
- Safety Officer
- Caretaker

The Health and Safety Management team may co-opt other members of staff to assist, should it be deemed necessary.

### **Rationale**

- To provide a safe working and learning environment
- To comply with legal requirements
- To heighten safety awareness
- To clarify responsibilities and obligations with regard to health and safety

### **Aims**

- To comply with Health and Safety Acts
- To promote a safe and healthy environment for students, staff and visitors

### **Content**

- *Safety Statement* – Guidelines are provided in the Safety Statement in order to ensure that all school personnel is aware of the following:

Location of Emergency exits

Location of Fire Assembly Point

Access to emergency phone numbers

# Coláiste Naomh Feichín, Carr na Móna

Healthy environment

Safe handling and storage of chemicals

Safety equipment

Appropriate supervision

Fire drill

Specialist rooms

- *Health Policy* – Recommendations regarding the following are provided in the Health Policy:

- Health and personal hygiene

- Health lunch

- Medicines

- Accidents

- Specific health problems

- First Aid qualifications

- System for dealing with external health threats

## **Implementation and Evaluation**

- Potential hazards are noted and reported by staff and students
- Reporting mechanisms are in place for staff members so that potential dangers in the school environment can be identified, with a view to being remedied
- Additional responsibility for health and safety will rest with the Principal, Health and Safety Officer and the Safety Representative
- Risk assessment by Subject Teachers to be carried out on Practical Rooms (Technology, Science and Home Economics) on a regular basis in order to identify any potential risks.

# *Coláiste Naomh Feichín, Corra na Móna*

## **Safety Statement**

This safety statement outlines the policy adopted by the Board of Management and staff, so that a healthy and safe environment will be provided for all students, staff and visitors to the College.

This statement, which strives to eliminate any foreseeable hazards, which may result in fires, damage to property, loss to the environment and/or personal injuries/illnesses, in the path of staff, providers of external services, and/or Health and Safety Inspectors. It will be reviewed regularly and brought up to date when necessary.

The policy requires co-operation from all members of staff. We ensure, as far as is practical, that all relevant legislation will be adhered to in relation to Health and Safety in the following areas:

- Provision of a safe working environment
- Employment of a caretaker who endeavours to ensure that a safe and healthy environment is maintained
- Safe entrance and exits
- Safe use of chemicals in the school
- Provision of personal safety equipment
- Regular maintenance of safety equipment and protective devices
- Occasional Fire Drills
- Student(s) will not be left without supervision in unsafe surroundings in the school

As outlined in the Health and Safety and Work Act 1989 each member of staff is obliged to:

- Protect his/her health and safety for his/her own good and the good of others during his/her period of employment
- Make appropriate use of equipment, chemicals, other substances, etc.

# *Coláiste Naomh Feichín, Corra na Móna*

- Make appropriate use of personal safety equipment

Each member of staff is expected to:

- Perform his/her duties in accordance with established safe working procedures and general safety rules
- Ensure he/she is aware of all special hazards associated with his/her working environment

A list of potential dangers will be compiled in addition to the steps that must be taken to rectify them. We recognise that all dangers cannot be remedied but those that can, will be completed as soon as possible. A list of those dangers that cannot be remedied will be compiled and steps will be taken to reduce the risk as soon as possible.

**Each member of staff will receive and sign this Statement**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Safety Guidelines

### **Recognised Hazards:**

### **Appropriate Measures:**

#### **Science Laboratory**

*Bunsen Burner (portable)*

Used by Teacher for demonstration purposes only.

Locked away when not in use

*Bunsen Burner & Hot Plate*

Used under Teacher's supervision

*Chemicals*

Special locked area in Preparation Room for storage of chemicals. Room door locked when room is vacant. First aid and burns box is available. Eyewash bottle and safety spectacles are located in the laboratory. Safety glasses must be worn at all relevant times.

#### **Home Economics Room**

*Electrical Equipment*

Switched off when not in use.

Plugs should be pulled out after use.

First aid and burns box is available. Additional safety measures relating to Home Economics Room are on display therein.

#### **Technology Room**

*Electrical Equipment*

All equipment is switched off and the Technology Room is locked when a teacher is not present. Cupboards with equipment are locked. Woodwork machines and tools are only in use when the appropriate instructor is present. There is a main switch for all electrical equipment which is switched off before instructor leaves the room. A First Aid box with appropriate contents is available.

#### **Computer Room**

# Coláiste Naomh Feichín, Corra na Móna

The Computer Room is locked at all times except when a teacher is present or authorises a student or students to use the IT equipment.

An Acceptable Use Policy must be adopted by all students and their parents/guardians. Use of the Internet is under teacher supervision. Computers are switched off at the end of each class. During the school holidays the mains switch is turned off.

## **The School Yard**

### *Walls*

Students are not allowed to climb the railings nor the perimeter wall.

### *Stairs*

Students are not allowed to block the stairs, climb over the handrail or take part in any horseplay around the stairwell.

### *Roof*

Students are not allowed to climb onto the roof of the shed or school roof.

### *Crossing the road*

Parental permission is required in order to leave the school grounds.

## **General Dangers**

### *Fire*

The College is fitted with a Fire Alarm System. Fire extinguishers are available, visible and accessible. Teachers should familiarise themselves with use of same.

Regular checks are carried out on fire equipment. Occasional Fire Drills are organised. Fire Exit maps indicating the nearest Exit hang in each room. First Aid boxes are available in the offices, laboratory, technology room and staff room. Rolls are called every morning and a list hung up of the absent pupils in order to identify missing pupils when required to do so.

### *Injury and Illness*

First Aid boxes are restocked on a regular basis. First aid provisions are brought with students on trips outside school.

## *Coláiste Naomh Feichín, Carr na Móna*

It is the policy of the school not to give medicine of any kind to students without parental permission.

A student is not permitted to take any medicine in school, without permission from a parent/guardian being furnished to the school.

Parents/Guardians are informed if a student is injured or sick.

In the event that a Parent/Guardian cannot be contacted, a staff member will make suitable arrangements to ensure the student's health is protected – a Doctor will be contacted and/or Ambulance called.

# *Coláiste Naomh Feichín, Corr na Móna*

## **Health Policy**

- Personal hygiene is taught as part of the Curriculum
- Students are encouraged to respect themselves and others
- Students are encouraged to maintain a healthy environment in school, to discard food and rubbish in accordance with Green Schools Guidelines, and to keep classrooms and toilets clean.
- Students are encouraged to eat healthily, i.e. have a nutritious breakfast daily and a healthy lunch.
- If a student is taking medication, the Principal should be informed.
- Teachers are not allowed to give any medication to a student.
- Parents/guardians will be informed if a student is sick or injured. In the event of a serious injury requiring medical attention, suitable arrangements will be made if a parent/guardian cannot be contacted. The student will also be asked to write an account of the incident/accident. If the student is unable to do so, the teacher present must make a written account of the incident as soon as possible and identify any witnesses where possible.
- The Enrolment Form completed by Parents/Guardians in respect of all incoming Students provides information regarding health or medical problems. The school authorities and teachers will be informed about specific health problems of registered students, e.g. diabetes, epilepsy, etc.
- Information about students with particular allergies should be provided to the school authorities and teachers.
- It is recommended that at least one or two teachers complete a First Aid Course regularly.
- Fire Safety Staff Training is occasionally provided.

**Sínithe:** \_\_\_\_\_

**Dáta:** \_\_\_\_\_

**Cathaoirleach, An Bord Bainistíochta**