



Presentation Senior School

*"A community of learners inspired by the vision and values of Nano Nagle"*

## **Safety, Health and Welfare Statement**

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# 1. Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Presentation Senior School to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors, Board of Management and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
5. Consult with staff on matters relating to safety, health and welfare at work;
6. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Fr. Pdraig McMahon  
Chairperson, Board of Management  
Presentation Senior School

March 2015

## 2. School Profile

### 2.1. School Size

280 Pupils (Sept 2015)  
 14 Teachers  
 4 Special Needs Assistants  
 2 Secretaries  
 1 Caretaker

### 2.2. School Buildings

Main Building	Prefab 1	Autism Unit	Prefab 2
<b>Ground Floor</b> Secretaries' Office Assembly Hall Classrooms 1, 2, 3 Support Teachers' rooms 4, 5 Meeting room Girls' toilets with disability access Boys' toilets Small kitchen Elevator to first floor  <b>First Floor</b> Principal's office Staff-room Staff toilet Library Classrooms 7, 8, 9 Support Teachers' rooms 19, 20 Caretaker's store Girls' toilets Boys' toilets with disability access Elevator to ground floor	Classrooms 11, 12, 13 Boys' toilet Girls' toilet Disability access toilet	Classroom 14 Language room – (Room 15) Sensory room – (Room 16) Store room Kitchen (Life-skills) Staff toilet Children's toilet Utility area	Classrooms 17 & 18 Boys' toilet Girls' toilet Disability access toilet

### 2.3. Safety, Health and Welfare Organisational Structure

The following groups/individuals will be actively involved in ensuring that best Safety, Health and Welfare practices are followed by all persons using the school building.

- **Board of Management of Presentation Senior School**
- **Safety, Health and Welfare Officer:** Aine Mulvihill is the Safety, Health and Welfare Officer appointed by the Board of Management.
- **Principal Teacher:** Michael Tunney
- **Staff Representative for Safety, Health and Welfare:** Catherine Denieffe is the staff Safety, Health and Welfare Representative.

## 2.4. Planning Procedures

The principal teacher, in consultation with the Safety, Health and Welfare Officer appointed by the Board of Management, will lead the planning processes and procedures pertaining to safety, health and welfare. The planning process will be guided by the school's policy on policy formation which is available on the school website [www.presentationmullingar.ie](http://www.presentationmullingar.ie).

## 2.5. Provision for Persons with Disabilities

The following safety, health and welfare provisions have been made for people with disabilities:

1. Disability access to all of the school's buildings;
2. Disability-access toilet available in each of the school's buildings;
3. A motorised changing table in the school's main building and autism unit;
4. Elevator in the main building;
5. Text free signs displaying direction of emergency exits.

## 3. Resources for Safety, Health and Welfare in the School

The following resources are available for safety, health and welfare in the school:

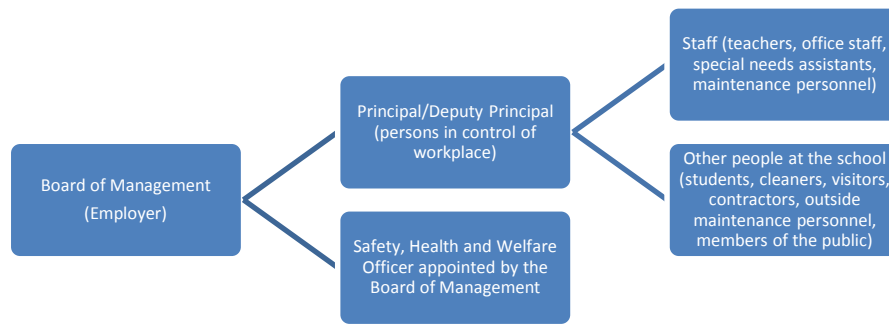
Resource	Location of Resource
<b>Fire Safety/Emergency Evacuation Documents</b> Fire Alarm – important notes Alarm procedures for classes Assembly Area – directions for all rooms Locations of school fire extinguishers 2014 Fire extinguisher types Fire assembly area map Note to all staff re fire notices and procedures Fire safety awareness	School plan – <a href="http://staffsnr.presentationmullingar.ie">staffsnr.presentationmullingar.ie</a>
Working Together – Procedures and Policies for Positive Staff Relations	School plan – <a href="http://staffsnr.presentationmullingar.ie">staffsnr.presentationmullingar.ie</a>
Travel mugs for hot drinks	Staffroom
Changing Bench	Disability access toilet on the ground floor of the main building Students' toilet attached to Room 14 (ASD Unit)
Guidelines on Managing Safety, Health and Welfare in Primary Schools	Available in the Safety, Health and Welfare resources section of the school plan

If additional resources are required to support safety, health and welfare in our workplace, staff members are advised to inform the principal. Alternatively, they may inform the safety, health and welfare representative who will bring it to the attention of the principal teacher and/or Safety, Health and Welfare Officer on the Board of Management.

## 4. Roles and Responsibilities for Safety, Health and Welfare

### 4.1. Safety, Health and Welfare – Organisational Chart

The chart below illustrates the safety, health and welfare management structure within the school.



## 4.2. Role of the Board of Management

The Board of Management has overall responsibility for Safety, Health and Welfare. The Board of Management of Presentation Senior School will:

- comply with its legal obligations as employer under the 2005 Act;
- ensure that the school has written risk assessments and an up to date safety statement;
- review the implementation of the Safety Management System and the safety statement;
- set safety, health and welfare objectives;
- receive regular reports on safety, health and welfare matters and matters arising from same will be discussed;
- review the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur;
- review the school's safety, health and welfare performance;
- allocate adequate resources to deal with safety, health and welfare issues;
- appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.

## 4.3. Role of Designated Person for Safety, Health and Welfare Acting on Behalf of the Board of Management

Overall responsibility for safety, health and welfare is a function of the Board of Management. The Safety, Health and Welfare Officer appointed by the Board is responsible for helping to support the implementation, review and maintenance of a Safety Management system. The safety, health and welfare representative acting on behalf of the Board of Management will:

- comply with the requirements of the 2005 Act;
- report to the board of management on safety, health and welfare performance;
- manage safety, health and welfare in the school on a day-to-day basis;
- communicate regularly with all members of the school community on safety health and welfare matters;
- ensure all accidents and incidents are investigated and all relevant statutory reports completed;
- organise fire drills, training etc;
- carry out safety audits.

## 4.4. Role of the Principal Teacher

The regular day to day management, control and direction of the school is set by the principal. He will follow the broad strategic directions on safety, health and welfare management established by the board of management. The principal will determine how the management of workplace safety, health and welfare will happen at the school and is responsible for ensuring that good practices are followed. The principal will liaise with the staff representative for safety, health and welfare and with the Safety, Health and Welfare Officer appointed by the Board of Management.

## 4.5. Role of Teachers, Office Staff, Special Needs Assistants and Maintenance Staff

All staff members are required by the board of management to:

- comply with all statutory obligations on employees as designated under the 2005 Act
- co-operate with school management in the implementation of the safety statement
- inform students of the safety procedures associated with individual subjects, rooms and tasks
- ensure that students follow safe procedures
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect; check that equipment is safe before use;
- ensure that risk assessments are conducted for new hazards;
- select and appoint a safety representative as appropriate;
- report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

#### **4.6. Role of the Staff Representative for Safety, Health and Welfare**

The role of the safety representative is to represent colleagues (including non-teaching staff) in consultation with the employer on matters relating to safety, health and welfare. The safety representative may consult with and make representations to the principal or the board of management on safety, health and welfare matters relating to employees in the school.

The safety representative's functions include:

- Representing employees on safety, health and welfare issues;
- Conducting safety, health and welfare inspections after giving reasonable notice to management;
- Investigating accidents and dangerous occurrences without interfering with the scene of an accident;
- Liaising with Health and Safety Authority inspectors;
- Making verbal or written representations on employees' behalf.

#### **4.7. Other School Users**

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

#### **4.8. Contractors**

Contractors, employed in the school, will be required to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

The school will make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school. Contractors will be required to make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out. In situations where the school is sharing a workplace with contractors, school personnel and the contractor's personnel will co-operate and co-ordinate their activities in order to prevent risks to safety, health and welfare.

##### **4.8.1. Short Duration, Low Risk, Single Contractor Works Involving Routine Maintenance, Cleaning, Decorating or Repair**

From time to time, the school will call on the services of a smaller contracting company, such as a plumber, electrician or carpenter, to carry out a variety of construction tasks. Where work involves a single contractor and where there are no particular risks present and the duration of the works does not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points will be followed:



- The board of management will ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA).
- The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor will be required to provide information to the principal regarding the likely duration of the work and any possible hazards, and how these will be addressed. The contractor will also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise the principal should advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

The board of management may, in certain instances, decide to have the Safety, Health and Welfare Officer act as the point of contact between the school and any contractor employed by it.

#### **4.8.2. Substantial Building Works (e.g. extension to school building)**

Where substantial building work lasting more than 30 days or 500 person days is being considered, the board of management will take on the responsibility of “client”. As the ‘client’, the board of management will:

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information;
- notify the HSA of the appointment of the PSDP on Approved Form AF1 “Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”;
- retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

The Project Supervisor for the construction stage further develops the health and safety plan for the construction stage of the project. This includes coordinating appropriate safety, health and welfare arrangements on site to prevent accidents occurring, e.g. keeping vehicles and pedestrians apart.

Prior to carrying out any construction work the board of management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the *Safety, Health and Welfare at Work (Construction) Regulations 2006*. These Regulations have wide-ranging application covering large projects such as capital builds, small projects such as renovations, erecting pre-fabs and routine maintenance such as replacing light fixtures etc. The Regulations introduce such terms as client, project supervisor for the design process (PSDP), project supervisor construction stage (PSCS), safety, health and welfare plan, safety file and contractor.

Details can be found in the guidance publications from the Department of Education and Skills and the Health and Safety Authority listed below.

[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Construction/Summary\\_of\\_Key\\_Duties\\_under\\_the\\_Procurement,\\_Design\\_and\\_Site\\_Management\\_Requirements\\_of\\_the\\_Safety\\_Health\\_and\\_Welfare\\_at\\_Work\\_Construction\\_Regulations,\\_2006.html](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Summary_of_Key_Duties_under_the_Procurement,_Design_and_Site_Management_Requirements_of_the_Safety_Health_and_Welfare_at_Work_Construction_Regulations,_2006.html)

[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Construction/Clients\\_in\\_Construction\\_-\\_Best\\_Practice\\_Guidance.html](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Clients_in_Construction_-_Best_Practice_Guidance.html)

<http://www.education.ie/en/School-Design/Procedures-and-Cost-Plans/>

## 4.9. The Importance of Appointing Competent Persons

Safety, health and welfare functions are delegated by the board of management to a competent board member who is appointed to the role of Safety, Health and Welfare Officer. However, the legal responsibility for safety, health and welfare rests with the board of management.

Competence is defined under the 2005 Act as follows: *“a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.”*

Furthermore, the Safety, Health and Welfare Officer and/or the principal may, on occasion, decide to delegate certain functions to individual teachers, the caretaker, or other staff, deemed to be competent within their respective work areas. Such responsibilities could include the teacher completing a risk assessment for his/her classroom. This is appropriate as the teacher knows his/her own classroom best.

## 5. Risk Assessment

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, *“Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks.”*

The whole aim of the Safety Management System is to minimise risks. To evaluate risks, the school has carried out a comprehensive set of risk assessments. This helps to determine what the hazards are, the risk involved and the controls to be put in place to minimise the risk. It also enables the school to define priorities and set objectives for eliminating hazards and reducing risks within timescales.

Wherever possible, risks will be eliminated. Where risks cannot be eliminated, the general principles of prevention will be used as part of the risk assessment process.

The General Principles of Prevention (outlined in Schedule 3 to the Safety, Health and Welfare at Work Act 2005) provide a methodology for approaching accident prevention. The board of management will take account of these principles when implementing necessary safety, health and welfare measures in the school.

1. The avoidance of risks
2. The evaluation of unavoidable risks
3. The combating of risks at source
4. The adaptation of work to the individual
5. The adaptation of the place of work to technical progress
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
7. The giving of priority to collective protective measures over individual protective measures
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment
9. The giving of appropriate training and instructions to employees



### **The Three Steps to Risk Assessment**

The Board of Management will ensure that risk assessments are carried out regularly and as necessary to evaluate what could cause harm to employees, contractors, visitors and members of the public who are using the school or its facilities.

The following steps will be taken by the board of management when assessing risks:

- Identify the hazards
- Evaluate the risk in proportion to the hazard
- Put in place appropriate control measures to eliminate or minimise the risk

The key questions asked by the board of management when conducting risk assessments:

- What can cause injury or harm?
- Can the hazards be eliminated and, if not what preventative or protective measures are or should be in place to control the risk?

The following risk assessment hazard categories have been identified:

- physical hazards, e.g. manual handling, slips, trips, and falls, electricity, fire;
- health hazards, e.g. noise, harmful dusts, unsuitable lighting levels, vibration;
- chemical hazards, e.g. glues, solvents, dyes, cleaning agents;
- biological hazards, e.g. viruses, bacteria;
- human-factor hazards, e.g. stress, bullying, violence.

The following people will be considered when the board of management undertakes risk assessments:

1. students including visiting students;
2. teaching staff, permanent and temporary, substitute and trainee staff;
3. non-teaching staff, special needs assistants, administration, caretaking, cleaning staff;
4. contract workers such as window cleaners;
5. parents/guardians;
6. visiting speakers;
7. visiting sales people, delivery people and maintenance workers;
8. members of the public.

The board of management may delegate the task of completing the risk assessment to an appropriate person. For example, each staff-member will be asked to carry out a risk assessment for her/his own classroom or area of work. The board of management accept that there is no need to consider every minor hazard or risk that we accept as part of our lives.

The board of management will ensure that control measures considered necessary following risk assessments are put in place to ensure the risk of an incident or accident arising from an identified hazard is reduced. Putting in place control measures means the board of management, as employer, does all that is reasonably practicable to ensure that a hazard does not cause actual harm or is less likely to cause harm.

If new equipment presents a new hazard to the work environment or notably alters the current system of work, a revised risk assessment will be undertaken. The Safety, Health and Welfare at Work (General Application) Regulations 2007 are available at: [www.hsa.ie/publications](http://www.hsa.ie/publications).

Records of the risk assessments undertaken in the school are contained in the safety, health and welfare file, which is securely stored in the secretary's office. Risk assessments have been undertaken by the Safety, Health and Welfare Officer in consultation with the school principal.

The Safety, Health and Welfare Officer will work with the principal teacher to ensure that section 9 of DES Circular 0011/2011 relating to the safety, health and welfare of pregnant, post natal, and breastfeeding teachers is adhered to. The contents of section 9 of DES Circular 11/2011 are contained in Appendix 2 of this document.

## **6. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences**

### **6.1. Emergency Contacts**

A list of emergency contacts are available in the school plan. A printed list is also available at the landline telephone used by staff in the room adjoining the secretary's office.

All staff members (including temporary and substitute teachers) are given the principal's mobile phone number and home phone number.

### **6.2. Emergency Evacuation Procedures**

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall *"prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger."*

A copy of the school's emergency evacuation plans are contained in the Safety, Health and Welfare resources section of the school plan.

Details of emergency evacuation procedures are displayed on the doors of classrooms, staffroom and offices.

### 6.3. Critical Incidents

A copy of the school's Critical Incidents Policy is available in the school plan.

### 6.4. Fire safety

There will be at least three fire drills per year in the school. Details of the drill, including the length of time taken to evacuate the building, are recorded in the fire safety register contained in the safety, health and welfare file which is stored in the secretary's office. The emergency evacuation plan is displayed on the inside of each door in the school's buildings.

All staff members are advised regularly to be familiar with the plan and to practice it with the children who are in their care. Agreed emergency evacuation arrangements are made with teachers and special needs assistants for children with special educational needs.

Fire exits and fire assembly points are clearly marked. The school has an emergency lighting system which is serviced annually or more regularly if problems are noticed. The fire alarm is tested at least once per month and any defects in the alarm system are prioritised by the board of management for repair or replacement.

Employees will be instructed on precautions for emergencies and evacuation procedures. Responsibility for co-ordinating the implementation of the emergency evacuation procedures is automatically delegated to teachers in order of seniority if the principal or deputy principal is not present at the time of the evacuation.

Staff members are asked to ensure that escape routes are kept clear and emergency exits unlocked or free to open by activation of push bar. The school fire alarm is serviced at least one per term by a competent contractor and a record of same maintained in the Fire Safety Register. Sufficient and appropriate fire-fighting equipment is available in the school and is checked and serviced at the beginning of each school year. Details of same is recorded in the fire safety register contained in the safety, health and welfare file which is stored in the secretary's office. Some staff members have received training in the use of fire-fighting equipment.

<b>Equipment</b>	<b>Serviced</b>	<b>Record of Service</b>	<b>Person Responsible</b>
Emergency Lighting	*Once annually	**Safety, Health and Welfare File	Safety, Health and Welfare Officer & the Principal
Fire alarm	*Once per term	***Fire Safety Register	Safety, Health and Welfare Officer & the Principal
Fire-fighting equipment	*Once per year	***Fire Safety Register	Safety, Health and Welfare Officer & the Principal
School electrical system	*Once per year	**Safety, Health and Welfare File	Safety, Health and Welfare Officer & the Principal
School boiler	*Once per year	**Safety, Health and Welfare File	Safety, Health and Welfare Officer & the Principal
School Elevator	*Once per term	**Safety, Health and Welfare File	Safety, Health and Welfare Officer

\*or immediately if a fault is noticed

\*\*The Safety, Health and Welfare File is stored in the secretary's office

\*\*\*The Fire Safety Register is stored in the Safety, Health and Welfare File in the secretary's office.

## **6.5. First-aid**

*Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces. “Employers have a duty to provide first-aid equipment at all places of work where working conditions require it. Depending on the size or specific hazard (or both) of the place of work, trained occupational first-aiders must also be provided. Apart from some exceptions, first-aid rooms must be provided where appropriate. Information must also be provided to employees as regards the first-aid facilities and arrangements in place”.*

A printed list of staff members trained in Occupational First Aid is displayed at the landline telephone used by staff members in the room adjoining the secretary’s office. The list is also contained in the school plan and displayed in the staff-room.

### **Margaret Bracken (SNA) is an occupational First Aider, Cardiac First Responder (CFR) and an Emergency First Responder (EFR).**

A list of those trained in Occupational First Aid is available in the school plan and also posted on the notice board in the staffroom. The list is also displayed beside the landline telephone used by staff members in the photocopying room.

A defibrillator is available in the foyer area of the Presentation Junior School assembly hall. The code for the door to this hall is displayed at the landline telephone used by staff located near the server in the photocopying room adjoining the secretary’s office.

Each classroom is equipped with a first aid box that is inspected and restocked regularly by Eileen Kirwan (SNA). There are two First Aid boxes available in the photocopying room adjoining the secretary’s office. The Special Needs Assistants ensure that a First Aid Box is taken to the front yard and back yard for the first and second break each day.

Details of the contents contained in the First Aid boxes is contained in appendix 4 of this document.

## **6.6. Accidents and dangerous occurrences**

### **6.6.1. Accidents - Pupils**

Accidents involving children will be investigated by the supervising teacher and/or the principal teacher. All accidents, which result in an injury, will be recorded using the accident report template included in appendix 1. All accidents will be reported to the principal. Parents/guardians will be informed of any accident where an injury has been caused to a child. Serious accidents will be reported immediately to the Safety, Health and Welfare Officer appointed by the Board of Management. If deemed appropriate by her/him and/or the Board of Management, an accident will be reported to the Health and Safety Authority.

If a pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner, this is reportable to the Health and Safety Authority. For example, if a student injures her/himself whilst working with a scissors during class and requires treatment by a registered medical practitioner, this is reportable. However, if a student trips in the school yard and is injured, this is not reportable. If a student trips during PE lessons and requires treatment by a registered medical practitioner, this is reportable to the Authority. School trips/tours are considered to be a work activity of the school.

All accidents involving children will be investigated by the supervising teacher present at the time of the accident and/or the principal teacher.

### **6.6.2. Accidents – Employees**

All accidents involving employees will be reported to the principal teacher and the Safety, Health and Welfare Officer appointed by the Board of Management. Accidents involving employees will be investigated by the principal teacher and/or Safety, Health and Welfare Officer appointed by the Board of Management. The staff representative for safety, health and welfare may also investigate an accident involving an employee.

### **6.6.3. Recording and Reporting Accidents**

All accidents which result in injury to a student, employee or visitor to the school will be recorded using the accident report template included in appendix 1.

All accidents causing injury to a student, employee or visitor to the school requiring medical attention will be reported to the Safety, Health and Welfare Officer appointed by the Board of Management.

Copies of completed accident report forms will be stored in the school's safety, health and welfare file and in the relevant pupil/personnel file. These files are located in the secretary's office.

The school will ensure that the information gleaned in accident reports is reviewed and control measures put in place to ensure similar accidents are avoided in the future.

The school will keep records of all accidents which occur for a period of 10 years.

### **6.6.4. Reporting Accidents to the Health and Safety Authority**

The following types of accidents will be reported to the Health and Safety Authority:

1. the death of any employed or self-employed person, which was caused by an accident during the course of their work;
2. an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable);
3. a death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a student during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria in number 1 and number 2 above, excluding an accident that occurs while a person is commuting either to or from work.
4. a road traffic accident that meets the criterion number 3 above as a result of construction work on or adjacent to a public road.

The IR1 form will be used to report accidents to the Health and Safety Authority. Forms are available from the Workplace Contact Unit of the Authority or it can be reported directly on-line at [www.hsa.ie](http://www.hsa.ie).

Dangerous occurrences will also be reported to the Health and Safety Authority as per requirements of the IR3 form. The IR3 form is available from the Health and Safety Authority at [www.hsa.ie](http://www.hsa.ie).

## **7. Instruction, training and supervision**

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

Safety, health and welfare training needs will be established on an ongoing basis as risk assessments are undertaken and/or reviewed. The Safety, Health and Welfare Officer is responsible for liaising with the principal teacher to conduct a training needs analysis at least once during each school year. An annual training plan will be devised to address training needs. Details of all training pertaining to safety, health and welfare will be recorded using the template in appendix 6 and stored in the safety, health and welfare file in the secretary's office.

Under Section 10 of the Safety, Health and Welfare at Work Act 2005, training should be given in the following circumstances:

- on recruitment
- in the event of a change of task assigned to a staff member, e.g. if a teacher who is a first-aider goes on maternity leave another teacher may need the relevant first-aid training
- the introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work
- the introduction of new technology by the employer

Refresher training is a short term course aimed at recall and reinforcement of previously acquired knowledge and skills. The board of management will ensure it is carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher training for occupational first-aid should be taken every 2 years.

## **8. Communication and Consultation**

This policy was devised according to the school's policy on Policy Formation which is available on the school website – [www.presentationmullingar.ie](http://www.presentationmullingar.ie).

The following groups were invited to contribute feedback to the draft policy published in February 2015:

- All staff members
- Parent/Guardian Association
- General Parent/Guardian body
- Board of Management

Feedback from all of these groups was considered and included in this Safety, Health and Welfare Statement.

A copy of this document is included in the school plan. Parents/guardians were informed that a copy of this document is published in the policy section of the school website. Parents/guardians are regularly advised that copies of any of the school's policies may be requested from the secretary's office.

All existing staff members were asked to complete the Safety Statement – Record of Receipt form contained in appendix 7.

## **9. Review of Statement**

This Safety, Health and Welfare Statement will be reviewed annually by the Board of Management.

## **10. Ratification of Policy**

This Safety, Health and Welfare Statement was ratified by the Board of Management on 12<sup>th</sup> March 2015.



# 11. Appendix 1: Accident or Incident Record Form

## Injured Party Details

Surname	First Name	Address							
DoB	Male/Female	Status (please tick)							
		Student		Staff Member		Visitor		Contractor	

Date of Accident/Incident:	
Date reported to school management:	

## Type of Accident - Please tick the appropriate box(es):

Injured/damaged by a person	Road Traffic Accident/Crash	
Struck by/contact with	Exposure to substances/environments	
Caught in/under	Manual Handling	
Slip/trip/fall	Property Damage	
Sharps		

## Type of Injury - Please tick the appropriate box(es)

Fatality	Burns	
Bruise	Scalds	
Concussion	Frostbite	
Internal Injury	Injury not ascertained	
Abrasion, graze	Trauma	
Fracture	Occupational disease	
Sprain	Other - Please specify:	
Torn Ligaments		

## Main agent which caused accident:

## Part of Body Injured - Please tick appropriate box(es)

Head (except eyes)	Finger (one or more)	
Eyes	Hip joint, thigh, kneecap	
Face	Knee joint	
Neck, back, spine	Lower leg	
Chest, abdomen	Ankle	
Shoulder	Foot	
Upper arm	Toe (one or more)	
Elbow	Multiple injuries	
Lower arm, wrist	Trauma, shock	
Hand		
Other: (Please Specify)		

Consequences			
Fatal		Non-fatal	
Result			
Sick leave		Light Duty	
Excused		Medicine	
Anticipated Absence			
1 - 4 days			
4 - 7 days			
8 - 14 days			
>14 days			
None i.e. no anticipated absence resulting from the accident/incident			

Has the accident been reported to the Health and Safety Authority?	Yes	No	N/A
Have the school insurance company been informed?	Yes	No	N/A
In the case of a pupil, was the accident reported to her/his parents/guardians?	Yes	No	N/A
Were the emergency services called?	Yes	No	N/A

## Detailed Description of Accident/Incident

Give a full description of:

- The work/activity being carried out when the accident occurred
  
- How the accident occurred
  
- The equipment in use (if any)
  
- Location of the accident
  
- Details of administration of occupational first aid or other interventions

If deemed necessary, please attach:

- Injured party's report
- Witness list\*
- Witness statements\*
- Sketch of photograph of the scene, equipment\*

Level of detail will vary depending on the severity of the accident

Investigating staff member (BLOCK CAPITALS): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Principal Teacher (BLOCK CAPITALS): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie). Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)

## 12. Appendix 2 – Safety, Health and Welfare of pregnant, post natal, and breastfeeding teachers [DES Circular 0011/2011]

The Safety, Health, and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) place an obligation on the Employer, as soon as it is notified by the teacher that she is pregnant, to assess any specific risk in the workplace to that teacher and to ensure that the pregnant, post natal, or breastfeeding teacher is not exposed to any agents, processes or working conditions that will damage either the safety or health of the pregnant teacher and/or that of the developing 7 child. A copy of the ‘Safety, Health and Welfare at work’ regulations is available at <http://www.irishstatutebook.ie/2007/en/si/0299.html>.

The teacher should be informed of the results of the risk assessment and the measures to be taken. The detailed arrangement regarding the respective responsibilities of the employer and the employee in relation to health and safety leave are contained in Sections 17 – 20 of the Maternity Protection Act 1994.

Where a risk has been identified and it is not possible to remove it, protective and preventive measures should be taken to safeguard the health of any teacher to whom the provisions apply, such as:

- A temporary adjustment in the working environment of the teacher concerned so that exposure to the risk is avoided, or
- In the event that such adjustment is not possible, by moving the teacher to suitable alternative work which does not entail the risk, or
- In the event that such alternative work is not available, and having consulted with and received certification from the OHS, by granting the teacher health and safety leave. The teacher is entitled to receive, on request, a certificate stating the reasons why she has been granted leave. The certificate will also state the start date and expected end date of the leave. Maternity Related Health & Safety Leave can be granted in respect of more than one period, provided the conditions outlined in 9.1 and 9.2 above are fulfilled for each such period concerned.

### **Payment while on Health and Safety Leave**

A teacher who makes PRSI contributions at the modified rate (Class D), and has no entitlement to Health and Safety benefit from the DSP, will be entitled to full pay while on health and safety leave. A teacher who makes PRSI contributions at the full rate (Class A) and who is entitled to Health and Safety Benefit from the DSP will be paid full salary by the Department of Education and Skills for the first 21 days and thereafter will be paid full salary less any benefit paid by DSP.

Health and Safety Leave will cease when:

- the teacher concerned commences maternity leave, or
- the teacher is no longer an employee to whom Part III of the Maternity Protection Act, 1994 applies (i.e. she notifies the Employer that she is not pregnant, has not given birth within the last fourteen weeks or is not within 26 weeks of the birth and breastfeeding, as defined in the Act); or
- the risk ceases

Specific questions on health and safety issues should be addressed to the Health and Safety Authority (HSA), <http://www.hsa.ie>, which can provide advice, assistance and encouragement aimed at the prevention of work related accidents and the promotion of occupational safety, health and wellbeing. Locall: 1890 289 389, email: [wcu@hsa.ie](mailto:wcu@hsa.ie)

## **13. Appendix 3: List or Risk Assessments Undertaken on Behalf of the Board of Management**

### **Classroom**

- Slips, trips and falls
- Hot drinks
- Portable electrical appliances
- Use of knives and cutters
- General considerations (e.g. Fumes from paints and glues)

### **General School**

- Playground - slips, trips, falls and dangerous objects
- Playground - incident of sudden sickness/injury
- Playground – aggressive or violent behaviour
- Student considerations (e.g. student with disability, student whose first language is not English)
- First aid
- Administration of medicine
- Fire
- Fire events
- Carpark
- General access/egress
- Visitors Log
- Drop off/pick up
- Computers
- Staff room
- Bullying
- Stress
- Aggressive, threatening behaviour towards a staff member
- Pregnant, post natal and breast feeding
- Lone workers
- Noise
- Manual Handling
- Platforms and lifts
- Radon
- Mould
- Asbestos
- Legionella

### **General Purpose Room**

- Exercise Equipment/Gym Equipment
- Goal Posts
- Special Events

### **Extra Curriculum Activities**

- School excursions
- Outdoor Adventure Activity

## **Cleaning**

- General considerations
- Hazardous substances
- Waste
- Work at height
- Toilets and showers

## **Maintenance**

- General considerations
- Construction contractors
- Boiler house and fuel tanks
- Grass cutting
- Strimmer and Leaf Blower
- Work at height – ladders

## **14. Appendix 4: Contents of First Aid Boxes**

The following is a list of the contents contained in the school's First Aid boxes:

1. Antiseptic wipes for cleansing
2. Antiseptic Cream
3. Non-adherent dressing
4. Adherent tape
5. Hypoallergenic band-aids
6. Ice-packs
7. Cotton balls
8. Scissors and tweezers
9. Disposable Gloves

## 15. Appendix 5: Inspection Template

Item Inspected	Pass/ Fail	Safety Action Required	Person co-ordinating required action	Date Closed

## 16. Appendix 6: Safety, Health and Welfare Training Record Template

Name of Training Course		
Date(s)		
Course Provider		
Date(s) of Course		
	Name of Attendees	Signatures of Attendees
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		



## 17. Appendix 7 – Safety Statement Record of Receipt

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, students and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety, health and welfare is managed in this school. The safety statement will be reviewed and updated annually or more frequently if necessary.

Staff are reminded of the responsibilities of each employee under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety, health and welfare legislation in the 2005 Act and other relevant legislation
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety, health and welfare legislation as appropriate
- taking account of the training and instructions provided by the Board of Management
- correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection
- reporting a breach of safety, health and welfare legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention

Each staff member is required to sign the form below and return it to the secretary's office on or before

\_\_\_\_\_.

I have read and understood the safety statement for Presentation Senior School ratified by the Board of Management on \_\_\_\_\_.

Staff Member's Name in BLOCK CAPITALS

\_\_\_\_\_

Signature: \_\_\_\_\_

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

The Board of Management of Presentation Senior School sincerely appreciates the co-operation and support of staff members in relation to matters pertaining to safety, health and welfare.