



## Health & Safety Policy

Cullina National School is located at Beaufort Co. Kerry. The school is managed by a Board of Management. The day-to-day management of the school is managed by the Principal Maire Bn Uí Chroinín with 14 mainstream teachers, two resource teachers, two learning support teachers, seven special needs assistants, school secretary and school care-taker. The school accommodates 199 children (January 2014) that range in age from 4½ years to 12 years. The school has 10 classrooms in the main building, a portacabin classroom and a large assembly hall adjacent to the school.

The school has a large playground at the rear of the school where children play football/soccer, basketball and other activity games during break times. Specific areas of the yard are allocated to each class to ensure the safety of the smaller children when at play. The yard is supervised at all times by a teacher when children are at play.

The school is open 5 days per week during school term, with designated holidays as per school curriculum.

The Board of Management comprises of The Chairperson, Parent Representatives, Bishop · Nominee and two Teacher Representatives.

This Safety Statement will demonstrate how the Board of Management and the Principal Maire Bn Uí Chroinín will provide all persons, who may be affected by the activities of the school with concise details of:

1. safety and health goals and objectives (statement of intent);
2. assignment of responsibilities (the organisation); and
3. means of achieving the aims and objectives (the arrangements)

The Safety Statement will demonstrate how the Board of Management propose to comply with s.8 of the Safety, Health & Welfare at Work Act 2005, which outlines the key duties of an employer.

They will ensure that in accordance with Section 8 of the Safety, Health & Welfare at Work Act 2005:

- ✚ all activities in the school are managed and conducted in such a way as to ensure the safety and health of teachers, children, contractors and visitors to the school;
- ✚ all activities are managed and conducted to prevent any improper conduct or behaviour likely to put persons at work in the school at risk, including teachers, caretaker and contractors;
- ✚ the school building, facilities and outdoor activity areas are maintained in a condition that is safe for all persons, including children using or visiting the school;
- ✚ access to the school is safe without risk to persons safety or health and all egress from the school is maintained in such a way as to facilitate the emergency evacuation of staff and children in the school;
- ✚ public walkways to the school when used as a polling station, will be clean and clear of debris, rubbish and slipping hazards;
- ✚ equipment provided for use by teachers and children in the school is safe and maintained in a safe manner at all times and where equipment is found to be defective that it is repaired or replaced immediately or taken out of use;
- ✚ cleaning products used for cleaning are safe to use by the caretaker / person with cleaning duties and that all persons in the school are safe from physical, chemical, biological and radiation hazards.
- ✚ All activities provided at the school are planned, organised, performed and maintained and revised as appropriate to be safe and without risk to health and safety;
- ✚ Welfare facilities provided at the school for teachers and children are safe and without risk to health.
- ✚ Training is provided to staff in order to carry out their jobs safely, i.e. manual handling training to reduce the risk of back injury and first aid training to ensure that staff can deal with an emergency in the event of another staff member or child becoming ill or injured. Refresher training will also be provided as is required.
- ✚ Risk assessments will be carried out to ensure that adequate controls are put in place for the safety of all staff and children in the school.
- ✚ Emergency plans and evacuation plans are in place for the safe evacuation of all staff and children from the school in the event of a fire or other emergency, and that evacuation drills are carried out with staff and children so they are familiar with the procedures to be followed in the event of a real emergency.
- ✚ Any accident that occurs in the school to a member of staff or child is reported to them immediately and also the relevant authorities are informed;
- ✚ Where the services of a competent person are required for advice or consultation that resources are provided to ensure safety, health and welfare at the school;
- ✚ The safety statement is updated as is necessary to take account of changes in the school or additional activities that may commence at the school that may impose a threat to safety, health and welfare.

These duties will be performed by the Board of Management "so far as is reasonably practicable"

This statement will be made available to all employees and third parties affected by the activities of Cullina National School.

**Date of Issue: August 2014**







## HEALTH AND SAFETY AIMS AND OBJECTIVES.

### Aims:

It is the aim of The Board of Management of Cullina National School to ensure that teachers and children attending the school are provided with a safe and healthy work / learning environment. They are committed to minimising risks to teachers, children, visitors and third parties by identifying the occupational hazards and eliminating their associated risks. However, where it is not reasonably practicable to eliminate the risk, adequate control of the hazard will be achieved through the implementation of safe systems of work, safe equipment and the provision of training as is required by the risk assessment.

### Objectives:

In accepting the responsibility to provide a safe and healthy work / learning environment for employees, children and visitors, The Board of Management thereby seeks to:

-  Ensure legal requirements are met;
-  Provide information to employees/ teachers on legislation, codes of practice, published guidelines, which would assist safe working practices;
-  Continue to develop and operate safe working practices and procedures;
-  Develop awareness in each individual of his / her responsibility for the safety of himself/herself and fellow employees and children through information, training, supervision and consultation.
-  Engage the assistance of any technical or medical services deemed necessary to ensure acceptable standards are met.
-  Communicate the contents of the Safety Statement to the Principal, Teachers and others (parents of children attending the school) who may be affected by the safety statement and ensure it is available to them at all times.

To ensure these objectives are met, The Board of Management are committed to playing an active role in the implementation of the safety statement, and will update and review the safety statement when required.

## STATEMENT OF POLICY.

*To each employee / teacher, parent/ guardian, contractor and visitor*

This document sets out the safety policy of Cullina National School and specifies the means provided to achieve this policy.

It is an ongoing objective of The Board of Management to achieve and sustain the highest standards of Health & Safety possible in Cullina National School. This means at a very minimum to conform to the requirements of Irish Legislation pertaining to Health & Safety.

As a responsible Board of Management, we take all necessary precautions to safeguard teachers, visitors and children against risk and will do all that is necessary to reduce the risks identified.

It is our policy to comply with The Safety, Health & Welfare at Work Act 2005, *The Safety, Health & Welfare at Work (General Applications) Regulations 2007 5.1. No 299 of 2007, The Published Guidelines on Managing Health, Safety and Welfare in Primary Schools* and to ensure, so far as is "reasonably practicable", the safety, health and welfare of employees/teachers while at work, and to provide such information, training and supervision needed for this purpose.

We, The Board of Management recognise our duty to comply with the Safety, Health & Welfare at Work Act 2005 and associated legislation and will as far as is reasonably practicable:

1. Provide adequate resources to maintain safety and health at the school.
2. Carry out risk assessment and review it when necessary.
3. Provide and maintain systems of work that are safe and without risk to health.
4. Establish arrangements for the use, and handling of articles or substances provided for use at work, which are safe and without risk to health.
5. Provide employees/teachers with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
6. Carry out health surveillance, where required.
7. Make adequate provision and arrangements for welfare facilities for staff at work.
8. Keep the workplace safe and ensure that access and egress are safe and without risk to all persons using the school.
9. Monitor safety performance to maintain agreed standards.
10. Prepare and revise adequate plans and procedures to be followed and measures to be taken in the case of an emergency.

### **The duties of employees / teachers of the school include:**

1. Comply with the relevant statutory provisions and take reasonable care of their own safety and health, and that of others who may be affected by their acts or omissions at work.
2. Co-operate with The Board of Management to fulfil their statutory duties.
3. Not interfere with, misuse or willfully damage, anything provided in the interest of safety and health.
4. Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
5. Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person in particular the children.

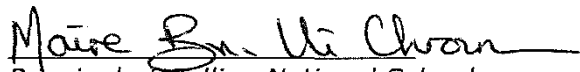
To ensure that this policy is effective, The Board of Management will:

1. Review it annually, or on significant changes in the school.
2. Make any such changes known to employees/teachers and other users of the school.
3. Maintain procedures for communication and consultation between all levels of management, staff, and parents/guardians on matters of health, safety and welfare.

**Approved by:**

  
On behalf of the Board of Management

Date: 27<sup>th</sup> January 2015

  
Principal of Cullina National School

Date: 27<sup>th</sup> January 2015

Review: Health & Safety Policy to be reviewed: **Annually**

For any specific inquiries please contact the school as our policy is quite extensive.