

# **Health and Safety Policy Statement**

**Catherine McAuley School,**

**Ashbourne Ave,**

**Limerick**

**What is the purpose of this policy?**

**It is a legal requirement under the Safety, Health and Welfare at Work Act, 1989 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. The aim of this Act is the prevention of accidents and ill health at the place of work.**

**What is covered by this Safety Statement?**

**The statement will:**

- Identify the hazards in the workplace, Catherine McAuley School, Ashbourne Ave. Limerick.**
- Assess the risks arising from these hazards**
- Specify the manner in which safety, health and welfare are to be secured**
- Give details of the arrangements made and the resources provided for securing safety,**

**health and welfare, including fire precautions**

- **Specify the cooperation required from employees in safety and health matters**
- **Include the names and job titles of people responsible for safety and health in the school.**
- **Contain the arrangements for consultation with employees on safety and health matters.**
- **Include details of information available to employees on safety and health.**

**Who was involved in drawing up this policy?**

- **The onus lies with the BOM for drawing up a Health and Safety Policy, as it is an obligation on employers to make provision for health and safety measures.**
- **The safety officer is the member of the BOM responsible for the implementation of safety procedures in the workplace. It is a matter for the BOM to elect a Safety Officer. The I.N.T.O. recommends that the Safety Officer should not be the Principal or another member of the teaching staff.**

- **The BOM should consult with employees in drawing up the statement. The I.N.T.O. recommends that the teachers elect one of their number each September as Safety Rep.**
- **The I.N.T.O. Handbook/CD deals with the rights of the Safety Representative.**

**Who should be responsible for the implementation and on-going monitoring of the policy?**

- **Safety officer \* BOM**

**How will this be managed?**

- **Regular reviews of the statement will be undertaken in light of experience, changes in legal requirements and operational changes.**
- **The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.**
- **All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in**

place, wherever possible, to minimise the recurrence of such accidents and ill-health.

## **Safety Statement-**

**Catherine McAuley School, Ashbourne Ave,**

**Limerick.**

### **Statement of General policy**

The Board of Management of Catherine McAuley School, charged with the direct government of the school has prepared this safety Statement in accordance with the requirements of The Safety Health and Welfare Act. 1989, Section 12, subsections 1 to 8. A duty of care for the pupils is incumbent on all members of the school community and this Safety Statement is indicative of our commitment to secure an educational environment that is as safe and healthy as possible for pupils and employees at all times. The principal shall ensure that this statement shall be brought to the attention of each employee.

**In accordance with the Safety, Health and Welfare act, the Board of Management has ensured as far as reasonably practicable the following:**

- **A safe premises and environment for teaching and learning**
- **Safe means of access and exit**
- **Preparation and revision of emergency plans**
- **Prevention of risk to health from any article of substance.**
- **Provision of a competent person to advise and assist in securing the safety, health and welfare of pupils, teachers and other employees.**

## **Hazards**

### **Specific Hazards**

#### **1. Fire**

**It is the policy of the Board of Management of Catherine McAuley School that:**

- (i) **There is an adequate supply of fire extinguishers which will deal with any type of fire.**
- (ii) **All fire equipment is identified and regularly serviced**
- (iii) **Regular Fire drills take place at least once a year/term**
- (iv) **Instruction is given in the use of Fire Extinguishers for specific materials/equipment**
- (iv) **Fire alarms are clearly marked**

- (v) **Signs will be clearly visible to ensure visitors are aware of exit doors**
- (vi) **All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods**
- (vii) **An assembly area is designated outside each building**
- (viii) **Those leaving buildings/classrooms should let someone know (specify school practice)**
- (x) **Exit signs are clearly marked**
- (xi) **All bottled gas is stored in outdoor sheds away from the main buildings**
- (xii) **There will be a named person in each unit responsible for fire drills and evacuation procedures**
- (xiii) **The school and equipment have been checked by a Fire Officer and all recommendations made by him/her have been implemented.**

## **2. Other hazards**

- o Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, yard surface etc.**
- o Storage, maintenance, and appropriate use of PE equipment**
- o Individual classrooms, sockets, lights, etc.**
- o Hallway condensation, slippery floor surface, protruding units such as coat rails etc.**
- o Toilets, water, towels, sanitary disposal units, hand dryers, floors, cleaning policy etc. Arrangements for separate staff toilets etc.**
- o Water, drinking/non drinking areas clearly marked and specified**
- o Staff room, facilities, safety measures etc. See INTO checklist.**
- o Ice/flooding on yards, steps etc.**

## **Constant Hazards**

### **1. Machinery, Kitchen Equipment and Electrical appliances**

**It is the policy of the Board of Management of Catherine McAuley School that: Machinery, Kitchen Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.**

## **2. Chemicals**

**It is the policy of the Board of Management of Catherine McAuley School that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.**

## **3. Drugs Medications**

**It is the policy of the Board of Management of Catherine McAuley School that all medications, drugs, etc be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place.**

*There is a separate school's policy in regard to the administration of medication to pupils .*

## **4. Highly Polished Floors**

**It is the policy of the Board of Management of Catherine McAuley School that:- Floors will not be polished or made slippy (or specify a non slip polish).**

**That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used.**

## **5. Code of Discipline**

**The Code of Behaviour in the school provides for a level of behaviour to minimize personal risk or stress to any employee.**

## **6. Access to employees is by consent**

**When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.**

## **7. Trained First Aid Personnel**

**It is the policy of the Board of Management of Catherine McAuley School that: -**

- An employee will be trained to apply First Aid to other employees.**
- All required remedies and equipment are made available for first aid function.**
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:**
  - Elastoplast plasters**
  - Wasp Eze**
  - Tape**
  - Disinfectant (e.g.) Savlon**
  - Eye lotion(e.g.) Optrex**

- Antiseptic cream**
- Cotton Bandage**
- Cream for First Aid treatment of Burns**
- Antiseptic Wipes**
- Scissors**
- First Aid Chart**

**Disposable gloves must be used at all times when administering First Aid. Hot water and soap will be available and should be used before and after administering First Aid.**

### **Other items for inclusion in a Statement**

**When the Patron is making nominations to the Board of Management and when parents are electing parents' representatives to the Board of Management they are requested to bear the Health and Safety Act in mind and, where possible, to ensure that the Board of Management should contain at least one member with skills in this area.**

**Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises.**

**It is the policy of the Board of Management of Catherine McAuley School to minimise sound pollution – room to room, yard to room etc. When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.**

**All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.**

**When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.**

**Arrangements will be made to ensure the protection of staff from violent or disturbed children.**

○ **Identification of Hazards**

The B.O.M in consultation with the teaching staff and with other employees has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to teachers, pupils, or any employees of the B.O.M

<b>Hazards</b>	<b>Risk</b>	<b>Level</b>	<b>Recommendations:</b>
1. Storage room for cleansing agents is not locked	Poison, ingestion, inhalation	H	Storage room to be locked
2. Faulty and damaged furniture	injury	M	Remove all damaged furniture
3. No closing devices on external doors	injury	H	Fix door closing device to external doors

4			
5. Corners of steps in classrooms have sharp edges	Injury, trips, falls	M	Safety corners placed on exposed steps.
6. Press too near bottom step in rm3	Trips/collision/injury	M	All presses to be positioned clear of steps so pathways are free.
7 <u>Junior Yard –A</u>  Moss growth and uneven surfaces	Slips and trips/injury	H	Treat moss annually  Uneven surfaces to be evened
8. <u>Middle corridor</u>  Coat racks a hazard	injury	M	Existing coat racks to be replaced with white plastic hooks
9. free standing shoe racks	Trips/injury	M	Stabilize by fixing shoe racks to wall
10. Fire extinguishers	Not in working order	H	Annual inspection by Fire officer

11. Staff not trained to use fire extinguishers	Maybe unable to use them correctly in an emergency	M	. Staff should be trained in correct use of fire extinguisher
12. <u>Computer room</u> Loose carpet tile under computer	Trip/ injury	L	Glue tile to floor
13. Faulty PE equipment	injury	M	All PE equipment to be checked by post holder and faulty equipment to be removed.
14. damaged chairs	Injury, cuts, scrapes	L	Remove from premises once noticed
<b><u>15 Cookery Room</u></b> No recent inspection by food safety inspector	Possible breach of regulations	M	Food Safety inspection

<b>16. <u>New Building</u></b>			
Extractor filters in cookery room not clean	Poor ventilation	M	Clean extractor filters
17. Deep fat fryer	Fire hazard / burns	H	Remove from premises
18 <b><u>Gym:</u></b>	A small fire could burn out of control	M	Provide a fire extinguisher
No Fire extinguishers			
20. <b><u>New boiler House:</u></b>	A small fire could burn out of control	M	Put fire extinguisher from old storage room into new boiler house
No Fire extinguisher			

## **Administration**

Our school acknowledge that adequate supervision is intrinsic to this safety of children at school. The teachers accept that they have a duty of care over pupils during school hours. Our school opens for business at 9.20 am to 3.05 pm and in accordance with Rule all teachers will be present to exercise the required supervision of their classes during that time. There is supervision provided in the yard from 9.00 – 9.25 am. It is recognised that the short break at 10.55 and the lunch break at 12.55 requires careful supervision. Teachers will exercise prudent judgement of the level of safety representative any matter requiring action.

N.B Children will not be allowed to leave the school premises at any time during the school day without a signed authorised note from their parents or their parents to collect.

Relevant safety equipment must be used in all sports.

When arranging school trips teachers must arrange extra supervision when necessary and also obtain a signed consent form from parents permitting the pupil to go and also giving the teacher the right to authorise and medical procedure necessary.

## **Welfare Facilities**

Good hygiene practice is essential: for the health and welfare of all in the school. Teachers shall train their pupils in good hygiene practice, especially in the areas of personal hygiene, eating habits and using the toilet facilities.

The toilets in Catherine Mc Auley School are safe, sufficient and regularly cleaned. Sanitary facilities are also properly maintained. Hand-drying facilities, toilet paper are available, and the school has also provided for the disposal of sanitary towels.

Each classroom has a litter bin, rubbish is collected outside the school gate every day and all pupils have responsibility for ensuring that no rubbish is left lying around.

## **Disciplinary Procedures**

The Catherine McAuley School Code of Behaviour and Contact is designed to protect the safety health and welfare of all pupils. For this reason any infringement of the Code of Behaviour and Conduct will be viewed with particular seriousness.

## **Health Checks**

The Mid- Western Health Board carry out periodic health checks on the pupils. In the interim the teachers are requested to be vigilant for signs of infectious viruses or bacteria in pupils. Similarly teachers should be watchful for epidemics such as hair infestation. Where necessary all precautions will be taken to protect the health and welfare of all the pupils to the point of closing the school for a certain period of time should the need arise. Children with infectious viruses etc ....., are to be discouraged from attending school.

Teachers should be aware of the correct procedure for bending and consequential back pain from incorrectly bending over poorly designed furniture

Litter bins are provided in all rooms and emptied regularly.

## **Doors and Windows**

Doors are not to swing freely without restraint. All doors with glass windows must have toughened and wire- enforced glass. Pupils are not permitted to open windows without permission.

## **Heat and Ventilation**

The heating system is regularly maintained and complies with the requirements of circular 24/28. Blinds on the windows provide adequate shading from the sun. Windows are easily opened and provide for ventilation.

## **Classrooms**

Teachers and ancillary staff are requested to conduct a periodic safety check of their classrooms and/ or workplace and to effect or request immediate corrective action. Classrooms to be kept clean and tidy at all times s far as possible.

## **Outside Areas**

Regular checks to be conducted by safety representative to ensure that no lumps are appearing on the tarmacadam and that pieces of wire are not being off the perimeter fence. Corrective action to be taken as soon as possible. All staff have an obligation to report matters to the B.O.M.

## **ORGANISATION**

Catherine McAuley School B.O.M. will undertake to carry out any amendments or improvements necessary to ensure the safety of all employees and pupils in Catherine McAuley School. The safety representative and the School Principal will be responsible for perceiving any dangers to safety and health of employees and pupils.


It is the duty of all employees to take reasonable care with due regard for their own safety and for the safety of others affected by his / her work. Employees must also take responsibility for reporting any defects in equipment or hazards must be immediately reported to the safety representative. As such, regular discussion between the safety representative and other employees is desirable.

A safety Representative and BOM shall be responsible for overseeing the safety provisions mentioned in this statement. The main duties of the BOM are as follows:


- To ensure that the school pupils adhere to all statutory requirements in respect of the Safety, Health and Welfare Act. 1989
- To ensure that adequate fire protection and prevention measures are provided.
- To investigate all accidents and dangerous occurrences and where appropriate to specify remedial action.
- To undertake regular revision of the school safety procedures, to ensure they are kept up to date.

## **5 CONCLUDING COMMENT**

This safety has been prepared on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes of conditions.

Signed  Date 04/06/2025

Chairperson, Board of Management

Signed  Date 04/06/2025

Principal/Secretary to the Board of Management

**To be reviewed June 2026**