



# TYRRELSTOWN

Educate Together National School

## Health and Safety Policy

Policy<sup>1</sup>

Procedure<sup>2</sup>

Status	Approved ▾
Version	11/2010
Reviewers	Staff, parents, pupils, Principal & Deputy Principal of Tyrrelstown ETNS Board of Management, Tyrrelstown ETNS

Date initially approved	24 Nov 2010
Date review approved	📅 Date
Next review date	1 Sept 2011

---

<sup>1</sup> A policy is that which has been approved directly by the Board of Management.

<sup>2</sup> A procedure is that which approval of has been delegated to the Principal and staff by the Board of Management.

<b>SAFETY STATEMENT</b>	<b>2</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Aims</b>	<b>3</b>
<b>3. Board of Management</b>	<b>3</b>
3.1 Composition	3
3.2 Responsibilities	4
<b>4. Employees</b>	<b>5</b>
4.1 Responsibilities	5
<b>5. Parents</b>	<b>6</b>
5.1 Responsibilities	6
<b>6. Consultation and information</b>	<b>6</b>
<b>7. Hazards</b>	<b>6</b>
7.1 Specific Hazards	7
7.1.1 Fire	7
7.2 Constant Hazards	8
7.2.1 Machinery, Kitchen Equipment and Electrical Appliances	8
7.2.2 Chemicals	8
7.2.3 Drugs/Medication	8
7.2.4 First Aid	8
7.2.5 Highly Polished or Wet Floors	9
7.2.6 Code of Behaviour	9
<b>8. In the classroom</b>	<b>9</b>
<b>9. In the school building</b>	<b>9</b>
<b>10. In the school grounds</b>	<b>10</b>
<b>11. Concluding comment</b>	<b>11</b>
<b>12. References</b>	<b>11</b>

## SAFETY STATEMENT

**Name of School:** Tyrrelstown ETNS  
**Address:** Hollywood Road, Tyrrelstown, Dublin 15  
**Telephone:** 01 - 8272172  
**E-mail:** info@tetns.ie  
**Denominational Character:** Multi Denominational  
**Patron:** Educate Together

The Board of Management of Tyrrelstown Educate Together National School recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations 1993.

This Safety Statement sets out the Safety Policy of the Board of Management of Tyrrelstown Educate Together National School and how this policy will be delivered upon. The Board of Management's objective is to endeavor, as far as is reasonably practicable, to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact.

The policy requires the co-operation of all employees of the school.

It is our intention to undertake regular reviews of the statement 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 minimize the recurrence of such accidents and ill-health.

In performance of work, safety will always take precedence over expediency despite the urgent or emergency nature of any activities.

SIGNED: \_\_\_\_\_  
Chairperson, Board of Management.

DATE: \_\_\_\_\_

## 1. Introduction

The Board of Management of Tyrrelstown ETNS recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our staff and pupils and to meet our duties to members of the school community and public with whom we come in contact. This policy requires the cooperation of all staff.

## 2. Aims

The aims of this policy are to

- Create a safe and healthy school environment by identifying, preventing and talking hazards and their accompanying risks
- Ensure understanding of the schools duty of care towards pupils
- Outline the procedures and practices in place to ensure safe systems of work
- Comply with the relevant health and safety legislation, so far as is reasonably practicable.

## 3. Board of Management

### 3.1 Composition

The members of the Board of Management of Tyrrelstown Educate Together National School are:

<b>Chairperson:</b>	Prasanna Bandi
<b>Secretary:</b>	Maurice Hurley
<b>Treasurer:</b>	Bernie Day-Nicholls
<b>Members:</b>	Clodagh O Donovan
	Gabrielle Mc Manus
	Bernadette Carton
	John Healy
	Domenico Procopio
<b>BOM Health and Safety Officer:</b>	John Healy
<b>Staff Health and Safety Rep.:</b>	Jean Donnelly

## 3.2 Responsibilities

The Board of Management will ensure that, in so far as is practicable, the highest standard of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work Regulations 1993 are applied and adhered to.

Specifically, the Board of Management wishes to ensure in so far as is reasonably practicable:

- a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- b) The design, provision and maintenance of safe means of access to and egress from places of work.
- c) The design, provision and maintenance of plant, machinery and equipment.
- d) The provision of systems of work that are planned, organized, performed and maintained so as to be safe and without risk to health.
- e) The provision of instruction to staff on dealing with pupils challenging behaviour. Arrangements will be made to ensure the protection of staff from violent and distressed children when necessary. (Refer to Positive Behaviour Policy).
- f) The BOM will provide for such training as is required to safeguard the Health and Safety of its employees. Employees will be given safety training in various aspects of safety where identified – fire drill, use of fire extinguishers, response to accidents or illness etc. and First Aid. All training records will be maintained by BOM.
- g) The BOM will, as far as is possible, take all necessary measures to protect employees from acts of violence or aggression during the course of their work and will act immediately on complaints made by employees.
- h) The BOM will undertake to provide and maintain suitable protective clothing or equipment as necessary to ensure the safety and health at work of its employees.
- i) The preparation, revision as necessary and communication of adequate plans to be followed in emergencies, e.g. fire drill, injuries, etc.
- j) The safety and prevention of risk to health at work in connection with use of any article or substance.
- k) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- l) Obtaining where necessary, the services of competent persons for the purpose of ensuring the safety and health at work of its employees.

- m) The continuing updating of the Safety Statement – ensuring that there is adequate opportunity for consultation between BOM, Principal, Staff and Parents on Health and Safety issues.
- n) The provision of arrangements for the selection from amongst its employees of a Safety Representative who will work in cooperation and consultation with the Safety Officer. These should be consulted/informed if any employees have queries or concerns regarding any Health and Safety issues.

The BOM will undertake to ensure that all personnel comply with such standards laid down in the Safety Statement.

The Board of Management recognizes that its statutory obligations under legislation extend to employees, students, any person legitimately conducting school business and the public.

The BOM will ensure that an Accident Report is completed as soon as possible following an incident and these records be maintained on file for 10 years.

## 4. Employees

### 4.1 Responsibilities

It is the duty of every employee while at work to

- a) take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her actions or omissions while at work.
- b) be familiar with, and to co-operate fully with, all provisions contained in the Safety Statement and subsequent revisions
- c) co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- d) adhere to safe systems of work and to wear any personal protective clothing and use any safety equipment provided.
- e) report to the Board of Management without unreasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- f) ensure that an Accident Report is completed thoroughly and promptly for all accidents.
- g) ensure, as far as is feasible, that children in their care are made aware of, and comply with, relevant sections of Safety Statement.

No person will intentionally or recklessly interfere with, or misuse, any appliance, protective clothing or equipment provided for securing the safety, health or welfare of persons arising out of work activities.

## 5. Parents

### 5.1 Responsibilities

It is the duty of every parent to

- Keep sick children at home.
- Inform the school immediately if a child has an infectious illness.
- Advise the school in writing and meet with the class teacher if a child had a particular health condition such as an allergy, asthma, epilepsy etc. In this case it may be necessary to provide specialized training to the staff.
- Discuss the importance of personal hygiene with their child as they are sharing bathroom facilities with other children.
- Inform the school if their child has headlice.

## 6. Consultation and information

It is the policy of the Board of Management of Tyrrelstown Educate Together National School

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies).
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## 7. Hazards

These are divided into two categories

- Hazards that are reported and can be rectified will be dealt with as a matter of urgency.



- Hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

## 7.1 Specific Hazards

### 7.1.1 Fire

It is the policy of the BOM of TETNS to ensure that

- There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
- All fire equipment is regularly checked and maintained.
- Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
- All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- An assembly area is designated in the yard.
- Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
- All bottled gas is stored outdoors, away from the main building.
- There will be a named person responsible for fire drills and evacuation procedures.
- The school and equipment are checked by a Fire Officer and all recommendations made by him/her have been implemented.
- Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
- Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- Fire alarm system will be checked and maintained regularly.
- Fire doors will be kept closed at all times.
- Corridors will remain clear of obstruction.
- Storage areas will be maintained in a tidy and safe condition.

## 7.2 Constant Hazards

### 7.2.1 Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of BOM of Tyrrelstown ETNS that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance. This work will be carried out by a competent electrician/technician.

Staff should report any defects immediately.

Electrical boxes on the outside of the building will have hazard-warning labels.

Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.

### 7.2.2 Chemicals

It is the policy of the BOM of Tyrrelstown ETNS that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. Children will never have access to this room. All spills should be cleaned up immediately.

### 7.2.3 Drugs/Medication

It is the policy of the BOM of Tyrrelstown ETNS that all medication, drugs etc. be kept in a securely locked drawer to which the key is kept in a secure and safe place.

### 7.2.4 First Aid

It is the policy of BOM at Tyrrelstown ETNS that an employee or employees be trained to apply First Aid.

A First Aid box will be available at all times and will be kept within easy access to all staff members.

Protective gloves will be always be worn in the event of skin being broken.

In the event of an accident an account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the Office/First Aid area.

If the accident is of a potentially serious nature, i.e. a head injury, the child shall be monitored, the parents/guardians informed and if required the child shall be brought to hospital by school staff in the event of the parents/guardians being unavailable.

### 7.2.5 Highly Polished or Wet Floors

It is the policy of the BOM of Tyrrelstown ETNS that floors not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

### 7.2.6 Code of Behaviour

The Code of Discipline in the school provides for a level of behavior to minimize personal risk or stress to any employee. See Code of Behaviour, 2011

## 8. In the classroom

It is the policy of the Board of Management that

- Schoolbags will be stored under tables.
- Coats will be hung on coat hooks in cloakroom.
- Floors in both classroom and toilet area are kept dry.
- Care will be taken with electrical cables.
- Staff only will handle electrical equipment.
- Toilet paper, soap and driers are supplied in toilet and children are encouraged in best practice in toileting and personal hygiene.
- For medication issues see our “Administration of Medicine Policy”
- Children will be encouraged to comply with Healthy Eating Policy – particularly in the area of “allergic” foods.
- Children will be familiarized with Fire Evacuation Procedure.
- Materials will be stored in such a way as not to create hazards.
- On school tours all staff and children will obey safety directions.

## 9. In the school building

It is the policy of the Board of Management that

- The school is properly maintained.
- Dampness and draughts are minimized.
- The roof is properly maintained.

- School furniture is safe.
- Carpets are fitted properly.
- All electrical fittings are properly fitted and safe.
- Adequate lighting exists in all internal areas and there are external lights over the exit.
- Proper ventilation exists.
- The school is properly heated.
- Doors should be maintained according to regulation.
- The floors in hallways, passageway and toilets are kept dry.
- Mats are not positioned in a hazardous way.
- All individual classrooms are safe and healthy places.
- Exit doors will be monitored and under lock at appropriate times.
- Children will have no access to Staffroom or Utility Room unless accompanied by a member of Staff.
- All visitors are to identify themselves to the school secretary on arrival.
- Utility room will be kept locked at all times.
- Staff and pupils will walk on corridors and inside school building.
- Fire doors will be kept closed at all times and nothing will be positioned near them.
- Children will not be allowed into storage areas unaccompanied
- Corridors will be kept as clear as possible and bins should not obstruct doorways.
- When children are entering or exiting the school building the doors will be secured with hasps.
- Storage areas will be maintained in a tidy and safe manner.

## 10. In the school grounds

It is the policy of the Board of Management that

- Children cycling to school must dismount and walk through school grounds
- Children will not be allowed on playground when it is flooded or when the surface is icy or slippery as a result of frost.
- Children will be supervised while on the yard.

- Children must wear shoes at all times and runners for PE activities
- Children will always be lined up and walked to and from the playground.
- Children will never have access to the Boiler Room.
- All cars will be parked in car park. The area near the main door should be
- used only to park disabled vehicles
- Footpaths will be used by all pedestrians when coming to, or leaving, the school.
- Shores near playground will be cordoned off.
- Bicycles will be stored on bicycle racks where available.
- The main access to the schoolyard is via the side of building path.
- Only staff cars or other authorized cars are permitted to use the school gates.
- No dogs will be allowed in the school building or in the school grounds. All dogs must be left outside the school gates.

## 11. Concluding comment

This Safety Statement has been prepared on conditions existing in the school at the time of writing. It may be altered, revised or updated at a future date to comply with any change in conditions.

## 12. References

- Guidelines on Preparing your Safety Statement, HSA
- A short guide to The Safety, Health and Welfare at Work Act 2005 ([www.hsa.ie](http://www.hsa.ie))
- Report of the Advisory Committee on Health & Safety Statement for Schools. HSA. This report contains a format for a Safety Statement.
- CPSMA Management Board Members' Handbook
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 Compiling a Safety Statement
- INTO Guidelines for compiling a Safety Statement
- Safety, Health and Welfare at Work Act, 2005 ([www.hsa.ie](http://www.hsa.ie))
- Administration of Medicines Policy, 2011, TETNS
- Fire Evacuation Policy, 2011, TETNS

- Healthy Eating Policy, 2011, TETNS
- ICT Acceptable User Policy, 2011, TETNS
- Supervision Policy, 2011, TETNS
- Code of Behaviour Policy, 2011, TETNS

