



MONEYSTOWN NATIONAL SCHOOL

SAFETY, HEALTH AND WELFARE STATEMENT

2024

The Board of Management of Moneystown NS brings to the attention of its staff the following arrangements to safeguard the safety, health and welfare of pupils, those employed and working in the school. This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

A safety audit shall be carried out annually. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health. The Board of Management of Moneystown National School wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Electrical and mechanical equipment may be used safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of all employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of all employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative .

The Board of Management of Moneystown N. S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

School Profile

Moneystown NS is a ten teacher school with 113 pupils, 5 SNAs, 1 secretary and 3 ancillary staff. All classes are accommodated within the main school building with the exception of the Special Education Room which is currently housed in the Seomra. Ramps are provided at the main entrance/exit. Each classroom has an emergency exit door which is clearly marked and which is used regularly so children are very familiar with its location. An emergency exit plan is in place and is used when fire drills are conducted. A plan of the school is on display and directions to the nearest exit are displayed on the plan. Fire Drills are conducted termly to ensure familiarity with this plan.

“All In” Approach

The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school. It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Staff, parents and others are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with other policies of the Board of Management, including;

- Critical Incident Policy
- Anti bullying policy,
- Behaviours of Concern Policy
- AUP policy,
- Administration of Medicines policy
- Intimate Care Policy
- Substance abuse policy.
- Dignity at work policy
- Child Protection Policy

ROLES AND RESPONSIBILITIES FOR HEALTH AND SAFETY

Employer - Board of Management

The Board of Management of Moneystown N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 (Section 8) are adhered to. It is the responsibility of the Board of Management to:

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees.

- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable.
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid.
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety (Paul Marah).
- Report serious accidents to the Health and Safety Authority.
- Consult annually with employees and provide them with information in relation to safety, health and welfare.
- Require employers from whom services are contracted to have an up to date safety statement (e.g. *painters, contract cleaners, bus companies...*).

Principal / Deputy Principal

In consultation with the safety officer, the principal and deputy principal have responsibilities for co-ordination of all safety and health matters (principal primarily, but deputy principal in her absence)

- Complying with the requirements of the 2005 Act;
- Managing safety, health and welfare in the school on a day-to-day basis
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed
- Coordinating fire drills, training, etc. with the relevant post holder
- Ensuring that fire fighting equipment is tested annually.
- Carrying out safety audits with the safety officer and safety rep.
- Ensuring that all contracts provide a safety plan to the school before commencing work.

Safety Representative

The current Safety Rep. from the staff is Maebhe Durston

The duties of the safety representative (Section 20, Safety, Health & Welfare at Work Act 2005) are as follows:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety.
- Inspect the place of work on a schedule agreed (annually) with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Investigate accidents/dangerous occurrences and also complaints made by employees.
- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from an inspector.

Employees

It is the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- To 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.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Board of Management without unreasonable delay, any defects in equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- Not to be under the influence of an intoxicant to the extent that you endanger their own or another persons' safety and to submit to tests for intoxicants as and when regulations specifying testing procedures are adopted.
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented.
- No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.
- Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 13 of Safety, Health and Welfare at Work Act 2005).

Other school users

Other school users such as students, parents, volunteers, visiting speakers, sales people, after school clubs and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

Large scale works contractors

Contractors must 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 Board of Management will make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.

- The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work.
- If the school is sharing a workplace with a contractor it will co-operate and coordinate school activities in order to prevent risks to safety, health and welfare at work.

Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present, 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 should be followed:

- The board of management must 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 must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must 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 will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Substantial building works, (e.g. extension to school building):

Where substantial building work is being considered, the Board of Management take on the responsibility of "client". The client (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.

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. The Board of management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills (See appendix)

Carry Out a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. This risk assessment will be carried out in line with the Guidelines on Managing Safety, Health & Wellbeing in Primary Schools.

Consultation and Information

It is the policy of the Board of Management of Moneystown N.S. to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health and safety should be considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. Our duty of care must also be considered in all areas and aspects of school life.

Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his/her workers shall not create any hazard, permanent or temporary, without informing the principal or nominated agent and shall mark such hazard with warning signs or other suitable protection.

Fire

It is the policy of the Board of Management of Moneystown N.S. that:

1. The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. This is currently provided by Healy Fire Prevention Services. Each fire extinguisher shall have instructions for its use. Staff are trained in the use of this equipment at least every three years.
2. The Fire Safety Officer shall be responsible for evacuation procedures and will ensure that fire drills shall take place at least once a term. A fire drill log will be recorded on Aladdin, the school's internal admin software system.
3. Fire alarms shall be clearly marked and maintained quarterly by 'Whitty Safety Systems'. (Responsibility of BOM Safety Officer).
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer).
5. All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher will ensure that the exit in his/her classroom is kept clear. Main doors and P.E. Hall to be kept clear – Principal will see they are free of obstruction.
6. A plan of the school shows assembly points outside the school. Assembly areas are designated outside the building, and the locations are specified.
7. All electrical equipment shall be left unplugged when unattended during holiday periods when the building is empty. Teachers are responsible for their own classroom. The Secretary/Principal, as appropriate, is responsible for their offices. Cleaners to check the staffroom when cleaning.
8. Bottled gas shall not be stored in the school.

9. The secretary empties the shredder every Thursday before leaving, or when necessary, to prevent overloading and eliminate the possible fire hazards this presents.
10. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles, toasters, sandwich makers, coffee machine and crepe makers
8. Boiler house
9. Ladders
10. Excess Gravel on school yard
11. Protruding units and fittings
12. External Shed to be kept locked
13. Perimeter wall climbable
14. Supporting posts on upper yard
15. Perimeter fence and posts in basketball court
16. Gate to basketball court
17. Steps/slopes from fire exits in classrooms 1,2, 3 & 4
18. Slope on green area at rear of school
19. Path surrounding school at rear
20. Icy surfaces on a cold day
21. Mats in corridor
22. Windows opening out
23. Cleaning materials
24. Soap dispensers
25. Drugs/ medication / First Aid kit

To minimise these dangers, the following safety/ protective measures must be adhered to (see duties of employee page 2 of this document & Section 8 of Safety, Health & Welfare at Work Act 2005)

- Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- In addition, all such equipment and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- All machinery and electrical equipment are fitted with adequate safeguards and shall only be used in a manner in which they were designed.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- Use of glass bottles by pupils is forbidden. Remove broken glass immediately on discovery.
- The Safety Officer on the Board of Management will check:
 - that floors are clean, even & non-slip.
 - that there are no uneven/broken/cracked paths.
 - that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained and that outside lighting works and is sufficient.
- The Principal will check that PE equipment is stacked securely and is positioned so as not to cause a hazard. Check also that all PE and other mats are in good condition.
- Staff Safety Representative, will:
 - Inspect furniture, floors, apparatus, equipment and fittings on an annual basis.
 - Check that wooden beams, benches etc. are free from splinters and generally sound.
 - Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- The Principal will check that all cleaning agents and equipment, caretakers' maintenance equipment, external stores etc are stored securely.
- Teachers check that all play areas, especially sand pits, are kept clean and free from glass before use.
- Staff report to the principal any issues that arise in relation to Health and Safety. The principal will then organise for the area to be made safe and the appropriate maintenance measures to be put in place.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Moneystown N.S. 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.

Equipment & Electrical Appliances

All lawnmowers, drills, ladders and any other equipment associated with school maintenance are stored in a safe area which is not accessible to children. The storage area is locked during the school day. Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person i.e. the supplier or his agent.

Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Moneystown N. S. that all chemicals, photocopier toner, 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. (Secretary/Cleaner/Principal where appropriate).

Drugs and Medication

It is the policy of the Board of Management of Moneystown N. S. that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and accessed only by trained and authorised personnel. When medicines are administered the teacher will adhere to the procedures outlined in our Administration of Medicines policy.

Safety and Welfare Issues

To ensure the continued welfare of the staff and children, toilets and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.
- (c) Members of staff who require a medical certificate shall not return to work until the certificate date has expired.
- (d) Teachers shall ensure that classrooms are ventilated, and that windows are opened to maintain a supply of fresh air in the rooms.

Highly Polished Floors

It is the policy of the Board of Management of Moneystown N.S. that every attempt will be made to avoid the creation of slippery surfaces. The washing and polishing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather.

Smoking

In accordance with legislation banning smoking in the workplace, the Board of Management of Moneystown N.S. shall ensure that no person is permitted to smoke within the external boundaries of the school. Signs have been placed prominently in the school to notify the public that the school is a non-smoking area.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff is asked to report broken glass to the Principal so that it may be immediately removed. Every effort is made to ensure that the school grounds are free of litter of any kind.

Infectious Diseases

It is the policy of the Board of Management of Moneystown N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management shall ensure that all parents are informed of any, infectious disease in the school as soon as possible.

The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications,

cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels, sanitary disposal unit and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Moneystown N.S. that all members of staff shall be trained in First Aid.

- (1) Notices are posted in staffroom & P.E. hall detailing:
 - arrangements for giving first aid.
 - location of first aid boxes (stored in staffroom).
 - procedure of calling ambulances etc.
 - telephone numbers of local Doctor, Gardaí, Hospital.

- (2) At enrolment parents are requested to inform the Board of Management of medical conditions which may require attention in school.

- (3) The Principal will see that there will be a properly equipped First Aid Box available to staff at all times containing:
 - Sticking plasters & tape
 - Cotton Bandage
 - Antiseptic Wipes
 - Scissors
 - Tweezers
 - First Aid Chart
 - Disposable gloves must be used at all times in administering First Aid

Access to School

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary, at reception, before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

There are two main entrances to the school: (1) the front door, which is closed and locked using a magnetic lock. Visitors must ring the doorbell to gain admittance; (2) a small side gate, which is opened by staff at egress time at 1:30pm and 2:30pm, otherwise it is locked. All three doors are fitted with safety bar locks which can be instantly opened from the inside, even when locked to those trying to gain access from outside.

Collecting Children

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Parents are requested to drop off children at the front door and pick up children from the school playground.
- Teachers accompany children to and from their class line at the beginning and end of each day.
- Parents are advised to accompany children to and from school.
- Parents are requested not to park along main road in front of school as this blocks view of the road to the right for those leaving parking area.
- Parents are requested not to park on the road opposite the school, because of (a) the danger posed to traffic from the Rathdrum direction and (b) the necessity of crossing the road with children.
- Parents are advised to park cars perpendicular to the church perimeter wall and to leave a space of at least four feet (1.3m.) between their vehicle and the wall of the church.
- The Board of Management advises parents that it cannot be responsible for pupils who arrive before the start of supervision time at 8.40 am.
- The Board of Management advises parents that they collect their children on time or notify the school that they have been delayed.
- In the interest of children's safety, a child who arrives late or leaves school early must be signed in or signed out respectively by a parent/guardian at the child's classroom.
- Children are regularly reminded about the dangers on the road and road safety rules.
- Road signs have been erected by Wicklow County Council, warning motorists of a school ahead. Flashing lights are illuminated at drop off and collection times, warning motorists to slow down as they approach the school.
- Household pets, particularly dogs, are not allowed on the school grounds or in the school building at any time.

Supervision of Children

1. The children are supervised at all times, while in the school or on school trips.
2. The Principal shall ensure that there is adequate adult supervision of classes, in the event of teacher absences.
3. There shall be a ratio of 1: 8 - adults to children, for all trips out of school for children from Junior Infants to 2nd class. From 3rd to 6th classes, the ratio is 1:10.
4. Any child who has special needs and has access to an SNA shall be accompanied by that person when on trips out of school. Parents may also be asked to accompany their child with additional needs on a school trip if it is deemed the safest way for the child to access the trip
5. A rota for the supervision of children during the lunch breaks has been arranged involving all members of staff who have agreed to supervise, and is on display in the staffroom.
6. At all times, two members of staff supervise the play areas.

7. All children, when starting school, are required to have written permission from parents/guardians to go on school trips.
8. The staff and Board of Moneystown NS endeavour to keep potential unsupervised access to children to a minimum. This is as much for the safety of the children as for the adults who may find themselves on their own with a child or children. However, in the interest of best practice, it is the policy of Moneystown NS, to Garda Vet any individual who may wish now or in the future, to become involved in any school related activities, this includes members of the Board of Management and non-teaching staff.

Staff

- Garda Vetting; the school conducts a garda check on all new persons employed. This is completed with each individual SNA through the school and is completed through the Teaching Council for all teachers.
- 'Respect for Others' is the principle at the heart of our school's ethos. With this in mind the school aims to maintain a culture where abuse of any nature is not tolerated.
- Assaults on Teachers/School Employees will be dealt with in accordance with the guidelines & procedures set out in the INTO / CPSMA Management Board Members' Handbook. (See index in appendices)
- If an incident did occur the Board of Management would convene an emergency meeting
- To ensure the continued welfare of employees, a staffroom and cloakroom facilities are provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.
- A dignity in work policy is in place in the school and the Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will dealt with in a fair and objective manner.
- The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work related illness in Ireland and are associated with the with the longest absence from work. Through the means of staff and peer support, Medmark and Inspire (formally Carecall) staff will be supported through illness and or injury. In addition the school community will seek to develop a culture where a sense of belonging and connectedness is fostered.

Pregnant Staff

Moneystown Primary School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.

- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly, when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

Parents/ Guardians

- All pupils should present to school in suitable attire and footwear in order to ensure their comfort and safety while on the school grounds
- Lunchboxes should be free of nuts or any other item that has been identified as an allergen in the school
- Parents/guardians need to ensure that medications are kept in date in accordance with the Administration of Medicine Policy
- Parents/Guardians should relay to the class teacher and/or principal and relevant information that may impact their child's day and/or behaviour in school (e.g lack of sleep, illness in family/pet, significant change to routine)
- In the case where a child's behaviour is compromising, themselves, their peers or members of staff, Parents work with their child's teacher and school management in supporting and modifying the behaviour of concern

Recreation and games

1. Children are supervised at all times during P.E. and games.
2. Children are instructed to behave in a respectful manner towards each other; using 'Kind Hands', 'Kind Words' and 'Kind Feet'.
3. Types of games are monitored to ensure that the risk of accidents is minimised.
4. Children are only allowed to play in specific areas of the school while the age and size of children is screened, to avoid unnecessary injuries.
5. Children are instructed to walk in the classrooms and corridors; running or horseplay is not permitted. Children must wear appropriate footwear at all times.
6. Children are not allowed to play on wet grass to minimise risk of accidents.

Accident investigation, reporting and recording policy and procedure:

- All incidents, no matter how trivial and whether involving employees or students or members of the public, must be reported immediately to the person responsible for the hazard identified in the Statement or, in the event that the accident/incident occurs in any other place to which that

paragraph dealing with hazards does not relate, to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

- All accidents (requiring first aid) sustained by students will be recorded on Aladdin, the school's internal admin software system. Parents will be informed of such accidents either by phone call or written note – this will also be recorded on Aladdin.

Serious Accident Procedure & Accident

A report must be made to the HSA in respect of the following types of incident (report form in the CPSMA Management Board Members' Handbook):

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises.
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date 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, (e.g. a pupil during class) but is related to either a work activity or their place of work.
- All such accidents must be reported to the HSA on form IR1. (Available on the HSA website).

[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 pupil injures him or herself whilst working with a scissors during an art class and requires treatment by a registered medical practitioner, this is reportable.

However, if a pupil trips in the school yard and is injured, this is not reportable. If a pupil trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the Authority. School trips and tours are considered to be a work activity of the school.]

Code of Behaviour and Anti Bullying Policy

- Refer to school's policy for dealing with behaviour which causes a risk to others.

Allegations or Suspicions of Child Abuse

- The school's Child Protection Policy, in line with Child Protection Guidelines 2017, must be followed in the case of an allegation or suspicion of child abuse.

Success Criteria

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

Roles and Responsibilities

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as when identified.
- This statement shall be reviewed on an annual basis by the Board of Management of Moneystown in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.
- Paul Marah is the BOM Safety Representative.
- The Safety Officer, Maebhe Durston, liaises with the Safety Representative prior to board meetings and assists in the compilation of a risk assessment annually.
- Each member of staff has responsibilities as outlined at the beginning of the policy. All staff should use their own initiative in relation to safety issues.
- Equally, parents/guardians are expected to support the school in the implementation of this policy through working in conjunction with the class teacher and leadership team, generally and specifically to ensure the safety of all persons present in the school.

Implementation

These procedures will apply from 5th October 2024.

Timetable for Review

The Safety Statement will be reviewed annually.

Ratification and Communication

The Board of Management officially ratified the statement on 13th February 2018 by a full meeting of the Board of Management. The statement was reviewed in October 2024. The Health and Safety Statement will be on display in the school and is available to parents on request.

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____ Nominee of BOM

Safety Officer: _____ Date: _____ Nominee of staff



MONEYSTOWN NATIONAL SCHOOL

SAFETY, HEALTH & WELFARE POLICY

The Board of Management of Moneystown NS is committed to protecting the safety, health and welfare of all its employees, voluntary workers, pupils and visitors to the school (school users) insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work Act (General application) regulations 2007, the Safety, Health and Welfare at Work Act (construction) regulations 2001, as well as all other relevant statutory provisions and Codes of Practice.

The Board will determine and maintain appropriate policies on school safety, welfare and supervision for all school activities, whether taking place in or outside school premises. In order to fulfil this commitment, the board will identify and evaluate and then eliminate or reduce all hazards to which employees, pupils or other school users may be exposed.

The Board will follow the under noted procedure to identify and control risks:

1. Carry out a safety inspection of the school at least annually and identify any hazards that might expose any of the school users to risks of injury or property damage.
2. Implement a programme of risk assessment and reduction to eliminate or reduce the risks identified during these inspections.
3. Provide and maintain a safe system of work, including safe access and exit from the school, for all employees and school users having regard to statutory requirements.
4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the school.
5. Encourage and integrate a climate of safety and health into all school work and school activities.
6. Review the safety policy each year in February, to repeat the safety inspection, update the policy, and taken into account any changes in school activities or premises.
7. Consult with teachers, employees, voluntary workers and school committees on safety and health and supervision matters.
8. Make copies of the school safety policy available to employees, voluntary workers, school committees and any other persons who are entitled to see it.
9. Appoint if necessary by the Board, a school safety officer and/or obtain competent outside advice on safety and health issues.

This statement was discussed and approved by the Board of Management on 6th February 2020.

Signed: _____
(Chairperson of the Board)

Health and Safety Appendices

APPENDIX 1 - Health and Safety Training

Training	Who?	How Often?
Induction Training	All New Staff	As Necessary
Manual Handling	Caretaker Secretary SNAs (as necessary)	As Necessary
Use of Fire Extinguishers	All Staff	Every Two Years
Emergency Evacuation Training	All Staff	Termly
First Aid Training	All Staff	Every Two Years
CFR Training	All staff	Every three years

APPENDIX 2 - RISK ASSESSMENT

Classroom Hazards

Hazards	Risk	Risk Rating	Controls
Spilled Liquid	Injury due to slip/trip/fall	H	Spills dealt with immediately Absorbent materials located near high spill risk areas Absorbent materials located near high spill risk areas
Slip/Trip	Injury due to slip/trip/fall	H	High risk areas for slips, trips, and falls are identified and dealt with
Equipment stored away	Injury due to slip/trip/fall	H	School equipment is stored tidily School bags stored tidily Pupil belongings on hooks or safely under desks Floors and access routes are kept clear
Floor mats	Injury due to slip/trip/fall	H	M Heavy mats are used as necessary Mats and rugs are properly designed/fitted Weighted edges are used where possible or edges are fixed in place
Wet area (floors)	Injury due to slip/trip/fall	H	Wet areas are mopped and hazard sign is put on the floor to notify passerbys Sinks are kept clear to avoid overflow
Cables / flexes	Injury due to slip/trip/fall	H	Electrical outlets sited to avoid trailing cables No trailing cables and flexes

Damaged Flooring	Injury due to slip/trip/fall	H	<p>Poorly maintained or damaged floors or paving identified</p> <p>Repairs carried out and steps taken to prevent future damage</p>
Floor Cleaning	Injury due to slip/trip/fall	H	<p>Where wet cleaning, detergent is used and water is at the right temperature</p> <p>Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry</p> <p>A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers</p> <p>Cleaning is organised outside of school times when staff and children are gone home</p> <p>Warning signs are used.</p>
Over used Signs	Injury due to slip/trip/fall	H	Where warning signs are used these are removed when no longer required
Shoes / footwear	Injury due to slip/trip/fall	H	<p>Suitable slip resistant footwear is worn as needed</p> <p>Parents are reminded of the need to provide adequate footwear</p> <p>Children do not participate in PE without suitable footwear</p>
Damaged furniture	Falls and related injuries	H	Broken furniture removed from service until repaired or replaced
Liquid spills / burns	Liquid spills, burns	H	<p>All staff members utilise covered travel mugs/ flasks outside of staffroom</p> <p>Students remain seated and are requested to exercise due caution when having hot drinks for lunch</p> <p>Pupils are not allowed to eat in unsupervised classrooms</p>

Defective electrics	Electrocution Fires Burns from hot surfaces	H	<p>Defective electrical equipment shall be clearly identified, labelled as out of use, and stored se Visual checks carried out as follows to prevent accidental use.</p> <p>Tools/appliance</p> <ul style="list-style-type: none"> • On/off switch is working correctly • No signs of damage to casing • No loose parts or missing screws • Live parts are properly guarded so as not to be inadvertently accessible <p>Cables</p> <p>Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible.</p> <p>Plug</p> <p>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</p> <p>Socket outlet</p> <p>No cracks or damage or sign of overheating</p> <p>Report defects to caretaker and principal to ensure all items are repaired or replaced</p>
Sharp Objects	Cuts/ lacerations	H	<p>Children’s scissors used in all classrooms.</p> <p>Pupils are instructed in safe use of scissors, knives, cutters and staplers.</p> <p>Knives, cutters and scissors checked for damaged blades or handles once per term and disposed of if damaged.</p> <p>Knives, cutters and scissors counted out to students and counted back in at end of class.</p> <p>Knives are washed in sink separately from other items of equipment and never left soaking in sink.</p>

			Knives, cutters and scissors stored separately to other equipment
Fumes from paint/glue	Respiratory irritation and problems	H	When choosing chemical cleaners for use in the classroom the least hazardous product is purchased. Relevant employees are aware of the hazards and precautions that must be taken when using chemical products/materials, and have access to Safety Data Sheet (SDS) Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements
Accessing high windows	Falls	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level
Accessing high noticeboards	Falls	H	Pupils not allowed to put work up on high noticeboards. Stepladders available for teachers.

General Considerations

Hazards	Risk	Risk Rating	Controls
Defective portable electrical appliances	Burns Electric shock Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored se Visual checks carried out as follows to prevent accidental use.

			<p>Tools/appliance</p> <ul style="list-style-type: none"> • On/off switch is working correctly • No signs of damage to casing • No loose parts or missing screws • Live parts are properly guarded so as not to be inadvertently accessible <p>Cables</p> <p>Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible.</p> <p>Plug</p> <p>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</p> <p>Socket outlet</p> <p>No cracks or damage or sign of overheating</p> <p>Report defects to caretaker and principal to ensure all items are repaired or replaced</p>
Solvents and flammable materials	Asphyxiation, Explosion, Fire	H	Solvents and flammable materials are stored in metal cabinets.
Electrical faults	Electrocution Electric shock Fire	H	<p>Equipment checked prior to use for faults</p> <p>Electrical sockets not overloaded</p> <p>All electrical faults reported to designated person.</p> <p>Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.</p> <p>Report defects to person in control of the workplace to ensure all items are repaired or inserted.</p>

			See no.1 above "Defective portable electrical appliances"
Restricted access/egress	Delays in exiting building safely in the event of a fire	H	<p>Fire exit doors (including those located in classroom (such as prefab) or PE hall) checked weekly to ensure they open properly</p> <p>Exit routes kept free from obstruction</p> <p>School emergency evacuation plan (see appendix 5) has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments.</p> <p>This plan has been brought to the attention of school users on a regular basis</p>
Fire - Access/Egress	Death or injury	H	<p>All fire doors are marked with 'Fire door, keep closed' safety sign</p> <p>All fire doors are be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)</p>
Fire	Fire causing death or injury	H	<p>Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)</p> <p>All staff know how to raise the alarm and contact the emergency services.</p> <p>All staff members are trained on how to use fire extinguishers and fire blankets.</p>
Poor lighting	Slips, trips, falls	H	External lighting is adequate and is switched on when evening events are planned such as meetings, parent/teacher meetings, school used by clubs or societies
Broken glass	Cuts	M	Broken glass should be removed.

			Replacement glass will be installed in buildings at the earliest opportunity.
Slippery walkways due to Ice	Slips, trips, falls	M	<p>Salt or grit is applied in icy weather</p> <p>Grit or salt available for walkways which are prone to ice</p> <p>Pupils do not go out for break or lunch if playground area is slippery.</p> <p>Pupils may at times have a 'walk and talk' break when ground is icy</p>
Person being struck by vehicle	Injury	H	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency service
Handrails/steps	Slips, trips, falls	H	All steps have handrail on one side where necessary.
Doors requiring excessive force to open or close	Person being hit by the door /hand injuries	H	<p>Operation of fire doors checked.</p> <p>All fire doors are marked with 'Fire door, keep closed' safety sign</p> <p>All fire doors are be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)</p>
Trip hazards including mats, broken tiles, holes in floor, trailing cables	Delayed escape in event of a fire or other emergency	H	<p>Keeping exit ways clear of obstacles.</p> <p>Teachers and pupils tidy away equipment used for any lessons right away when not needed.</p>

Playground Hazards

Hazards	Risk	Risk Rating	Controls
Slips, Trips, Falls	Injury	H	Pupils and staff informed of established school code of behaviour relevant to the playground Playground supervision roster established and implemented
Dangerous objects/substances in playground	Stick injuries/ cuts/infections	H	Caretaker checks the playground for dangerous objects/substances. Use of protective gloves for removal of dangerous materials. Any glass etc. wrapped before disposal.
Incident of sudden sickness/ injury in the playground	Illness/injury/ trauma	H	Access assistance from nearest staff member First Aid is administered on yard, ice

			<p>pack applied to head injury only. All children are kept clear of a child when an injury occurs</p> <p>Inform principal and decide on appropriate further action (ring home) or medical referral.</p> <p>Complete accident report on Aladdin</p>
Collection of Students	Access to students by inappropriate person, injury, trauma	H	<p>Policy in place that requires all visitors to report to reception.</p> <p>Parents wait at reception until their child comes to them.</p> <p>Automatic locking door is in place to prevent unauthorised access to school.</p> <p>Parents/ guardians inform the school if someone other than designated person is to collect student.</p> <p>Principal/Deputy Principal informed in advance if there are any visitors to the schools, e.g. guest speakers,/Psychologist or other therapists.</p>
Aggressive or violent behaviour in the playground	Injury	H	<p>Access assistance from nearest staff member on duty</p> <p>Send a responsible student to the staff-room to get further assistance (red card assistance protocol is in place)</p> <p>Inform the principal</p> <p>Follow established procedures in school's Code of Behaviour</p>
Students who present with special educational needs and/or	Injury or falls	H	<p>Have the suitability of the task risk assessed (e.g. mobility teacher or visiting teacher)</p>

disabilities (hearing or visual impairment)			Ensure students understand teacher's instruction Ensure access/egress is not restricted Place signage in appropriate locations as directed by teacher
Students who may have limited working knowledge /fluency in English	Injury or falls from lack of understanding of rules and regulations	H	Ensure students understand teacher's instruction Ensure access/egress is not restricted Place signage in appropriate locations as directed by teacher

Bullying

Hazards	Risk	Risk Rating	Controls
Workplace bullying	Effects on physical health, (e.g. raised blood pressure) Effects on mental health, (e.g. stress, anxiety, depression) Isolation Low morale	H	The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying. Allegations of workplace bullying are

			<p>investigated fairly and thoroughly without reprisals for the complainant.</p> <p>Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned.</p> <p>Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee.</p> <p>A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.</p> <p>Update and review the Dignity in work policy on an annual basis.</p>
Student Bullying	Damage to physical and mental health.	H	<p>Update and review the school's anti-bullying policy on an annual basis.</p> <p>Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.</p> <p>Allegations of bullying are investigated fairly and thoroughly without reprisals for the complainant.</p> <p>A copy of the anti-bullying policy is available to view.</p>

Staff Considerations

Pregnant/Post-natal or breastfeeding staff

Hazards	Risk	Risk Rating	Controls
Contact with chemical agents	Harm to unborn baby or breastfeeding mother	H	Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm
Contact with biological agents	Infection	H	If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure
Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue	Varicose veins Fatigue (mental and physical)	H	Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities
Pushing/pulling/carrying heavy or awkward items	Strain or injury	H	Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items.

