

## **BOYLE PAROCHIAL SCHOOL**

### **Health and Safety Statement**

#### **RATIONALE:**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually in the month of May or in the light of experience, changes in legal requirements and operational changes. This annual audit will be carried out in order to identify and address perceived hazards. Remedial work will be scheduled as is deemed necessary.

The Board of Management shall carry out a safety audit 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.

#### **AIMS:**

The Board of Management of Boyle Parochial 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.
- Plant and Machinery may be operated 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.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management will revise this statement as necessity arises. Employees shall be consulted on matters of health and safety.
- One member of the Board of Management will act as Health and Safety Officer.

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

The Board of Management of Boyle Parochial School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

## DUTIES OF EMPLOYEES:

It is the duty of every employee while at work:

- (a) To take reasonable care of 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.
- (b) 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.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object (whether for his/her own use or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- (d) To report to the Principal without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

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 otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment, should ensure that work practices are performed in the safest manner possible.

## **FIRE:**

It is the policy of the Board of Management of Boyle Parochial School 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, are available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- 2) The Principal will ensure that fire drills shall take place once a term.
- 3) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 4) 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 who has an exit in her classroom must ensure it is kept clear. Back door/main door/fire escape door - they must be free of obstruction.
- 5) Assembly areas are designated outside the building, and the location specified.
- 6) Exit signs shall be clearly marked.
- 7) Electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Kitchen is every teacher's responsibility. Cleaner to check when cleaning.

## **FIRE DRILL:**

### **Aims:**

- To prevent panic and ensure the safe, orderly and efficient evacuation of the occupants of the school building using all available exit facilities.
- To train the mind to react rationally when confronted with a fire or other emergency.

CHILDREN ARE ENCOURAGED TO **BE SWIFT**  
**BE SILENT**  
**BE SERIOUS**

## PROCEDURES FOR FIRE DRILL

### GUIDELINES:

1. On hearing the fire alarm (loud sustained whistle) students leave the room in silence and in single file. They proceed to the FIRE ASSEMBLY POINT i.e. FRONT WALL. They stay with their class grouping. Ms Lynch will check the roll when all students are out. Ms Howard will contact the emergency services.

2. No personal belongings are to be taken outside. These can be replaced.  
People cannot be replaced!  
DO NOT GO BACK INTO THE SCHOOL BUILDING.

3. Teachers will be last to leave the room. All windows and doors in the room should be closed before leaving.

4. Junior Room teacher checks if there is anyone in the toilets. Child must join the class immediately. All toilet doors must be closed.

5. Children in the hall will accompany the teacher present to ASSEMBLY POINT.

6. Persons in the office will immediately proceed to the ASSEMBLY POINT.

### GUILDINES FOR TEACHERS: Evacuation Procedure

On hearing long sustained whistle teacher should do a quick check to ensure no one is missing.

1. Indicate to class route to be taken.
  - a. Pupils should form a single line.
  - b. Maintain silence at all times.
  - c. Do not run
  - d. Do not pass
2. Teacher should follow at the rear, closing all doors
3. Teacher should check that there is no child in toilets and close all doors and windows.
4. Teachers should take roll at assembly point.
5. Do not return to the building until instruction is given by principal teacher.

## ROLES AND RESPONSIBILITIES:

### BOARD OF MANAGEMENT

- Ensure that there is a fire drill in place- once per term.
- Approve of the emergency /evacuation procedures.
- Take responsibility for the provision of:

FIRE EXTINGUISHERS

FIRE BLANKETS

FIRST AID KIT

Ensure that that are checked regularly.

Antifyre/Pat Goldrick

087 2342232

### PRINCIPAL

- Practise fire drill once per term.
- Ensure that all teachers are aware of evacuation procedures and fire assembly point.

### TEACHERS

- Adhere to the evacuation procedures for fire drill as outlined by the BOM
- Teach children the Evacuation procedures i.e. practise fire drill
- Display fire drill on the back of the classroom doors
- Place the evacuation procedure in front of roll book
- To take roll call at fire assembly point by assistant
- Teacher at rear of line must close all doors and windows on exiting
- Teachers will use own judgement in deploying a fire extinguisher

### CHILDREN

- Listen to teachers' instructions
- Attend to the seriousness of the Fire Drill
- Be aware of fire safety e.g. Do not play with matches

**REMEMBER TO** BE SWIFT  
BE SILENT  
BE SERIOUS

## SERIOUS ACCIDENT PROCEDURE:

### TEACHERS

- 1) Send an older child to tell a colleague.
- 2) Both teachers will assess whether the child can be moved or not. One adult stays with the child. The other adult gets the list of emergency contact numbers and contacts parents/guardians, ambulance or doctor if necessary.
- 3) Put more clothing around the child to ensure he/she is kept warm.
- 4) Check the child's Profile form to see if he/she has any allergies.
- 5) Depending on the scene of the accident children are instructed to move to another part of the yard.
- 6) Register the accident in the Incident book. This has to be recorded by the person on yard duty.
- 7) In the case of a fatality or serious injury as a result of the accident it must be reported to the Health and Safety Authority and Ecclesiastical.
- 8) If parent/guardian is unable to be contacted, the teacher will make the necessary arrangements, at their discretion, to have the child accompanied to casualty by an adult.
- 9) Following an incident teachers will evaluate and make amendments to practice if necessary.

**PARENTS ARE ALWAYS CONTACTED IN THE  
EVENT OF AN INJURY TO THE HEAD**

### A REPORT OF THE ACCIDENT WILL DESCRIBE:

- 1) **Circumstances:**
  - Describe in detail what the pupil was doing. What happened and why?
  - Who was supervising?
  - If the injury occurred in a games period was the injury foreseeable, e.g. prolonged rough play?
- 2) **Witnesses:**

Who saw the accident?

Obtain detailed and signed statements from fellow pupils and staff where the incident is serious e.g. any accident requiring medical attention.

### **ADMINISTRATION OF MEDICINES:**

It is the policy of the Board of Management of Boyle Parochial School that teachers will **not** be involved in the administration of medicines to pupils.

In exceptional circumstances e.g. allergy causing anaphylaxis, the following procedures will apply:

- The parent makes application to Board of Management, specifying when and how much medication his/her child should take.
- Parents should sign an indemnity form in each case. The child will take the medication in the presence of a teacher.
- Arrangements should be made by the Board of Management for the safe storage of medication.
- It is the parent's responsibility to ensure that sufficient medication is available for the child should an emergency arise.

The ENROLMENT FORM requests information on any medical condition.

### **FIRST AID:**

It is the policy of the Board of Management of Boyle Parochial School that a member of staff shall be trained to provide First Aid to staff and pupils.

All incidents, no matter how trivial and whether to employees, students or members of the public must be reported immediately to the Principal and recorded in the Incident book.

A properly equipped First Aid Box available to staff at all times will be kept in the kitchen containing:

- Sticking plasters/Tape
- Scissors
- Cotton wool
- Ice packs are stored in the freezer

### **COVID-19 RESPONSE PLAN:**

Specific Covid-19 related measures have been developed to facilitate the continuation of school based teaching and learning and a safe working environment for staff. Many of these measures relate to the Health and Safety measures which are implements in the school. These Covid-19 specific measures can be found in the Boyle Parochial School Covid-19 Response plan.

### **ACCESS TO SCHOOL:**

**COVID-19** Arrangements for necessary visitors such as contractors and parents is restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit Boyle Parochial School in a support role as appropriate in the implementation of public health advice relating to creating a safe learning and working

environment for all. Any visitor/parent must make themselves known to a member of staff before entering the school building. To this end the porch door remains locked at all times with the exception of break times when the children are outside playing.

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. 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 workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **ACCESS TO STAFF/CHILDREN:**

#### **CHILD DROP-OFF AND COLLECTION**

The school must be clearly notified by parent/guardian if the child/children is/are being collected at a time other than regular home-time. The school must be clearly notified by parent/guardian if the child/children is/are being collected by anyone other than parent/guardian.

At drop-off and pick-up time all parents/guardians are advised to:

- accompany infant children to and from the porch door
- wait at or near the school gate for children from first to sixth class (Please be mindful that the school is on a very busy road)
- leave the school grounds in a timely manner particularly at 1:50 p.m.

#### **COVID-19 RESPONSE PLAN**

At pick-up time all parents/guardians are advised to:

- wait at or near the school gate for children (Please be mindful that the school is on a very busy road)
- leave the school gates in a timely manner particularly at 1:50 p.m.

Normal procedure at Boyle Parochial involves each student shaking the hand (**RESTRICTED DURING COVID-19 MEASURES**) of a teacher and saying 'Good Afternoon'. This encourages mutual respect. The parent/guardian must be visible to the teacher. At dismissal time no parent should make contact with any child other than their own until the child is in the charge of their own parent/guardian.

#### **TEACHER CONTACT**

At Boyle Parochial N.S. teachers will try, insofar as is possible, to be available at short notice should parents wish to meet to discuss their child / children. Bearing this in mind parents should respect that this is at the discretion of the teacher and endeavour to make appointments accordingly. A note should be sent with the child to request a meeting or alternatively a message can be left on the school phone.

Teachers must not be called out of class or called to the phone to discuss any matter concerning pupils except in exceptional circumstances.

Teachers are professionals and similar procedures regarding appointments with e.g. solicitors, doctors apply. Under no circumstances should teachers be expected to discuss children outside of school premises unless willing to do so. Teachers reserve the right to refuse to engage in discussion where appropriate conduct is not adhered to. Should an incident such as this arise, parents will be asked to return at a later date to conclude the conversation.

### **SCHOOL TRIPS:**

It is the policy of Boyle Parochial School that school tours are conducted in the summer term. Other field trips may occur during the school year. All children are expected to adhere to the school's Code of Behaviour while on any such trip. The children will be supervised at all times by the teachers and any other ancillary staff drafted in, on that occasion. The school's Insurance Policy covers such events. Permission slips must be filled in for all trips. Part of the Enrolment pack includes a general permission slip for local outings e.g. visit to Civic Amenity Centre/King House. This is kept on file for the duration of the child's schooling.

### **MACHINERY:**

It is the policy of the Board of Management of Boyle Parochial 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.

### **MOBILE PHONES:**

Mobile Phones, when inappropriately used, may cause reason for concern. Therefore the school has a Mobile Phone Policy.

Smart phones are not allowed in school under any circumstances.

Any breach of school rules regarding mobile phones will lead to phones being confiscated and only returned when collected by an adult.

### **CHEMICALS/TONERS/CLEANING MATERIALS:**

It is the policy of the Board of Management of Boyle Parochial School that all chemicals and photocopier toner be stored in clearly identifiable containers bearing instructions and precautions for their use. They shall be kept in a designated safe storage area. Chemicals and toners must only be handled by school employees.

**COVID-19 Response:** Boyle Parochial School ensures that all sanitisers and disinfectants they have carry a PCS 9xxxx, PCS 1xxxxx, IE/BPA 7xxxx or an EU-000xxx-xx registration number on the label. Each product registered by DAFM carries a unique registration number specific to that particular product. If the product label does not contain any of these number formats, the school should not purchase or use the product.

#### **WELFARE:**

To ensure the continued welfare of the staff and children, toilet 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.

#### **SLIPPERY SURFACES:**

It is the policy of the Board of Management of Boyle Parochial School that every attempt will be made to avoid the creation of slippery surfaces.

- The washing of floors shall be conducted, insofar as is possible after school hours to eliminate the danger of slipping.
- Teacher will sprinkle salt on path outside school gate on very frosty mornings.
- Attention is drawn to the possibility of the outside yard being affected by moss in winter. Staff and pupils shall be told to be extra vigilant during those times. Power-washing of the area should be conducted on an annual basis.

#### **SMOKING:**

It is the policy of the Board of Management of Boyle Parochial School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

#### **BROKEN GLASS:**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

#### **INDUCTION TRAINING:**

A short period of induction will take place for new employees joining the staff. The programme will include:

1. A tour of the premises for familiarisation purposes.
2. Fire emergency procedures, location of exits, assembly points and training on fire-fighting apparatus.
3. A discussion of the hazards in the work place and the preventative measures in force.
4. An explanation on the consultative processes in force.
5. A detail of the new employee's safety responsibility.
6. Details of any further training required.

**COVID-19 Response** All new staff will undertake and complete Covid-19 Induction Training prior to returning to the school building.

**SUPERVISION:**

In the interest of Health and Safety a Supervision Policy is in effect at Boyle Parochial School. This policy dictates procedures which should be followed in order to minimise risk to children and others.

**ROLE OF PRINCIPAL AND STAFF:**

This policy will be implemented by the staff of Boyle Parochial N.S. Procedures must be strictly adhered to.

**ROLE OF PARENTS/CHILDREN/OTHERS:**

Procedures, as outlined by this Health and Safety Statement, must be strictly adhered to.

**ROLE OF BOARD OF MANAGEMENT:**

This statement will be reviewed biannually in accordance with experience and the requirements of the Health and Safety Act and Health and Safety Authority.

This policy was re-ratified by the Board of Management on April 6th, 2022.

Signed on behalf of the Board of Management:

Chairperson\_\_\_\_\_ Date\_\_\_\_\_

Principal \_\_\_\_\_ Date\_\_\_\_\_