

*Ballinakill N. S.*

*Roll no. 17273G*



## *Health and Safety Policy*

This Policy was drawn up by the staff and members of the Board of Management of Ballinakill National School.

### **Statement:**

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

Ballinakill NS Health Staff Safety Officer is Gerard Fahy ( Principal)

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

- (a) The design, provision and maintenance of all places are kept 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 provision of systems of work that are planned, organised, and maintained so as to be safe and without risk to health
- (d) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
- (e) The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employee.

- (f) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees. eg use of gloves when digging in soil.
- (g) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- (h) The safety and prevention of risk to health at work in connection with use of any article or substance
- (i) The provision and maintenance of facilities and arrangements for the welfare of employees at work
- (j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees

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

The Board of Management of Ballinakill School undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 are adhered to.

- Persons coming onto the school premises must identify themselves clearly to the principal or vice-principal before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Vice Principal.
- Arrangements will be made to ensure the protection of staff from violent or disturbed children.
- The advice of the I.N.T.O is followed in regard to the administration of medicine. Consideration of the administration of any medicines would be given if a parent is unavailable to come to the school to administer the medicine at the prescribed time.

## **Duties of Employees**

1. It is the duty of every employee while at work:

- (a) 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.
- (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 thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- (d) 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.

2. 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.

### **Consultation and Information**

It is the policy of the Board of Management of Ballinakill National School

- to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control form
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

### **Hazards**

All staff and the Board of Management will walk the school building and yard in September to assess hazards . Some hazards can be rectified but others remain constant. The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

### **Specific Hazards**

#### **1. Fire**

It is the policy of the Board of Management of Ballinakill National School that:

- (i) There is an adequate supply of fire extinguishers which will deal with any type of fire
- (ii) All fire equipment is identified and regularly serviced
- (iii) Regular Fire drills take place at least once a year.
- (iv) Instruction is given in the use of Fire Extinguishers for specific materials/equipment
- (v) Fire alarms are clearly marked
- (vi) Signs will be clearly visible to ensure visitors are aware of exit doors
- (vii) All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods
- (viii) An assembly area is designated on the right hand corner of the wall facing the school.
- (ix) Those leaving buildings/classrooms should inform the class teacher and principal.
- (x) Exit signs are clearly marked.

- (xi) The principal is responsible for fire drills and evacuation procedures.
- (xii) The school and equipment have been checked by a Fire Officer and all recommendations made by him/her have been implemented.

## **Constant Hazards**

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

It is the policy of the Board of Management of Ballinakill National 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.

### **Chemicals**

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

### **3. Drugs Medications**

*See attached Administration of Medicine Policy.(updated Sept 2023)*

### **4. Highly Polished Floors**

It is the policy of the Board of Management of Ballinakill National School that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. If the hall is slippery attention will be drawn to this fact by use of signage.

### **5. Code of Discipline and Behaviour**

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

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

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

### **7. First Aid**

It is the policy of the Board of Management of Ballinakill National School that: -  
All required remedies and equipment are made available for first aid function.  
There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Cold pack kept in fridge
- Elastoplast plasters
- Tape and dry dressings
- Disposable gloves
- Cotton Wool
- Scissors
- First Aid Chart

Where a minor injury occurs, first aid is applied. First Aid boxes are kept in each classroom and the staffroom. All accidents must be recorded in the Accident Book which is kept in the Principal's office.

When a more serious injury occurs, the child's parents are notified. If they are not available the child will be brought to the nearest doctor by a teacher. If a child becomes ill during the day, parents are contacted and asked to bring the child home. If parents are not available, the emergency carer is contacted. If no one is available the child remains in school until home time.

Disposable gloves must be used at all times when administering First Aid.

Hot water and soap will be available and should be used before and after administering First Aid.

Western Health Board officials, doctors and nurses are given a space in the school when administering MMR, BCG and general medical examinations. Parental/Guardian consent is always obtained prior to administration/examination.

### **Administration of Medicines( See separate policy)**

While the Board of Management of Ballinakill NS has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

*This policy was reviewed February 2024 and ratified by the  
Board of management of Ballinakill N. S.  
on \_\_\_\_\_ 2024.*

Signed \_\_\_\_\_ Chairperson BOM

Signed \_\_\_\_\_ Principal

Date \_\_\_\_\_

Date \_\_\_\_\_

Next review: June 2026