



Scoil Náisiúnta  
Baile Átha Cliath 7  
Ag Foghlaim le Chéile

Dublin 7 Educate Together  
National School

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Educate Together  
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# Safety, Health and Welfare Policy



## **Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Dublin 7 Educate Together**

**1.2** The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that the provisions of the safety, Health and Welfare at Work Act 2005 are adhered to.

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

- a. The design, provision and maintenance of all places within our remit as tenants of the building, in a condition that is safe and without risk to health
- b. The design, provision and maintenance of safe means of access to and from places of work
- c. The provision of systems of work that are planned, organised, performed 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 (as and when required)
- e. The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its staff
- f. The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its staff
- 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 staff 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 staff
- k. The continuing updating of the Safety Statement
- l. The provision of arrangements for consultation with staff on matters of Health and Safety
- m. The provision of arrangements for the selection from amongst its staff of a representative

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

**1.5** A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of Dublin 7 Educate Together

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### **Duties of Staff**

**1.** It is the duty of every staff member 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 plant, 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.

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

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## Consultation and Information

It is the duty of the Board of Management of Dublin 7 Educate Together:

- to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms
- to give a copy of the Safety Statement to all present and future staff
- 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
- to ensure that Health, Safety and Welfare are considered in staff training and development plans.

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## Hazards

Some Hazards can be rectified promptly but others remain constant. The Hazards have been divided into two categories.

- Hazards that can be rectified or minimised will be dealt with as a matter of urgency.
- Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the staff will review and make recommendations on the elimination of Hazards.

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## Specific Hazards

### 1. Fire

It is the duty of the Board of Management of Dublin 7 Educate Together 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 term
- 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, i.e. not left on standby, outside school hours and when rooms are vacated for lengthy periods
- viii. An assembly area is designated and clearly marked in the back yard.
- ix. Those leaving buildings/classrooms should let someone know and inform the Principal of all timetabled visits outside school.
- x. Exit signs are clearly marked
- xi. All electrical heaters should be unplugged when not needed outside of school hours.
- xii. The teacher or agreed substitute in each class will be responsible for fire drills and evacuation procedures
- xiii. The school has been granted a fire safety certificate from the Dublin City Council Fire Authority and as such the recommendations/criteria of this fire safety certificate application have been adopted in accordance with the relevant Technical Guidance Documentation
- xiv. Fire Drill Procedure Sequence is clearly signposted (**Appendix 1**).

### 2. Our school specific hazards

It is the policy of the Board of Management D7 Educate Together to act upon any potential hazard identified by a staff member as promptly as possible. These hazards will be included in the Hazard and Maintenance Log held in the staff room. The hazards will be assigned a response task for a named person, such as Principal /Caretaker etc., who should attend to the hazard where possible or contact the relevant services etc.

It is the policy of the Board of Management D7 Educate Together to minimise sound pollution – room to room, yard to room etc.

Where such work is taking place in the school environs which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours. Where this is not practicable, provision will be made to relocate the affected children to an area away from the works.

When a child who needs to be lifted is enrolled in the school, suitable support / training (services) must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff. Application for Support services will be made to the DES/SENO/HSE where applicable.

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## **Constant Hazards**

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

Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **2. Lift operation**

The lift is to be used only by authorised persons only.

The lift carriage and motors will be subject to regular maintenance checks. Please refer to Building operations manual for further details on lift.

### **3. Chemicals**

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

### **4. Drugs Medications**

Refer to School's Policy on Medication

### **5. Highly Polished Floors**

Floors will not be polished or made slippery (or specify a non-slip polish).

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

### **6. Code of Discipline**

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. Arrangements will be made to ensure the protection of staff from any people that may impose a risk of violence.

Refer to School's Policy on Code of Behaviour.

### **7. Access to staff 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 staff.

Refer to School's Policy on Code of Behaviour and Liaison between School and Home Policy.

## **8. Nut Allergies**

Nuts are forbidden in school. Parents are made aware of this ruling and neither pupils nor employees may take in any form of nuts for consumption in the school. Pupils and employees with sensitivities to nuts and who have a high risk of anaphylactic shock reaction are to be identified, and employees are to be vigilant in their monitoring of the situation.

## **9. Chronic Disease and Illness**

Refer to School's Policy on Medication

## **10. Trained First Aid Personnel**

At least two employees will be trained to apply First Aid to other staff.

At least two employees will be trained in the use of the school defibrillator.

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

## **11. Visitors to the School**

Visitor access to the school ground is through the pedestrian and vehicular gates at Fitzwilliam Place North. Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Staff need to make enquiries about the purpose of such a visit. Any contractor should make direct contact with the Principal or Vice Principal before initiating any work on the school premises. Staff need to report any unauthorised visits.

There is access for pedestrians and staff cars through the rear gate at Morning Star Avenue from 8.15 to 8.45. At other times this entrance is for emergency vehicles only, in compliance with the planning permission conditions.

## **12. Management of Health and Safety**

Regular reviews of the statement will be undertaken in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out an inspection/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 and listed in the appended log sheets, in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents.

### **Appendix 1**

Procedures for daily Health & Safety management

### **Appendix 2**

Management of Health and Safety Log

### **Appendix 3**

Hazard Identification and Risk Assessment Form

### **Appendix 4**

Fire Drill Procedures Sequence

**Appendix 5**

Employees' Form

## **APPENDIX 1**

### **Dublin 7 Educate Together N. S. Health & Safety Procedures**

Procedures for daily Health & Safety management

*(This supersedes all previous Dublin 7 Educate Together national school Safety policies).*

These procedures are intended to ensure the safety of the pupils and staff of D7ET.

A member of the BOM is assigned to the role of Health & Safety Officer and a member of staff is assigned to the role of Health & Safety Representative.

The staff is informed and reminded of the Health & Safety procedures at staff meetings and in the school Principal's memos to staff. They are discussed and reviewed as the need arises.

The Board of Management is consulted on procedures that fall within their remit. Regarding all other procedures the Principal keeps the BOM informed.

Parents are informed of these procedures at:

- the meeting for Junior Infant parents
- in school policies,
- in the Information Booklet for Parents
- in the Weekly Information letters

The pupils are informed of them by:

- their class teachers
- the Principal
- at School Assemblies
- their parents

Teachers should familiarise themselves with school policies and INTO / Teaching Council guidelines for best professional practices.

### **Accidents**

#### **Classroom**

All accidents that occur during the school day and are deemed to be of a serious nature are recorded. Teachers keep their own record of such accidents that may happen in the classroom.

#### **Yard**

Children report yard accidents to a supervising teacher. Accidents that happen on the yard are recorded in the Yard Incident Book. A supervising teacher brings the "Yard Book" to the yard. All significant accidents and incidents are entered the book. The record should be dated and signed by the reporting teacher. An accident/ incident may be such that the child may need to be sent to the office. A younger child will always be accompanied by a senior child.

Class teachers should be informed of accidents and incidents involving children in their class.

The principal should also be informed of serious incidents.

Parents may need to be informed of accidents or incidents. This may be by phone or a note home via Aladdin.

## **After – School Classes / Sibling Aftercare**

These are organised with BOM approval by the After-School Committee. The school staff has no role in the organisation or supervision of these classes. Copies of all school policies and procedures especially Child Protection Procedures, Health & Safety, Code of Behaviour and Anti Bullying, & Home School Communication Policy are made available to those organising and responsible for these activities. They are required to inform the Principal immediately of any potential dangers.

### **Arrival**

- Parents are not to drive into the school grounds. Parking is provided for staff cars only. An exception to this is parents who are dropping a child who uses a wheelchair.
- There is no cycling, scooting and skateboarding in the school grounds
- The front gate is opened at 8.20. Children are supervised in the yard from 8.20 to 8.30.
- Children may enter the building at 8.30. On entering the school building, children should walk directly to their class rooms. If, for some reason, there is no teacher in the classroom, children should wait outside on the corridor.
- Parents and guardians are very welcome to visit their child's classroom from 8.30-8.40. Classroom doors close when the first buzzer sounds at 8.40. Parents & guardians are not to enter rooms after this time.
- At the discretion of the Principal, in the interest of Health & Safety, parents & guardians may be asked to drop their children at the front door and not accompany them to their class. e.g., bad weather conditions – snow, heavy rain.
- We request that buggies are not brought to classrooms. They can be left outside in the area in front of the building.

### **Child Protection**

The School Principal is the Designated Liaison Person (DLP) and the Deputy Principal is the Deputy Designated Liaison Person.

Refer to the school's Child Protection procedures

### **Classroom Procedures**

Each teacher is responsible for establishing safe procedures and practices in their classroom. They also share a common responsibility to promote and implement safe practices and procedures throughout the school.

Each teacher is responsible for ensuring that their classroom is ventilated sufficiently by the opening of windows as necessary and/or by leaving a door open. Door stoppers are provided for classroom door use only. In some areas of the building a cross-draught can be created by an open door and an open window on the opposite side of corridor.

There are procedures that are common to all classrooms.

- Children do not enter in the morning until there is a teacher present.
- All movement within the classroom will be in an orderly fashion e.g. one table / row/ group at a time.
- School bags are under tables or under coats in class "cloakroom area" and children are reminded not to leave them where they are a danger to others passing by.
- Coats and other items of clothing are not to be hung on the backs of chairs.
- Children are required to sit on chairs in a safe manner. They are reminded of "all legs on the floor"
- Chairs are always carried with two hands on the seat and legs facing down.
- Chairs are stacked safely.
- Children are not permitted to leave their classroom without a teacher's permission.
- Children are always sent on a message to the office or another class in pairs.
- Safety procedures re. use of equipment in subjects such as Arts /Crafts, Science and PE are followed.



- If an unavoidable situation arises whereby a teacher has to leave their classroom, they arrange supervision of their pupils with a neighbouring teacher.

## **Clothing**

D7ET does not have a school uniform. We do require that children wear age appropriate clothes. We recommend footwear with a Velcro fastening for children who cannot tie their own laces. Children should wear footwear with a good grip. Children taking part in PE are required to wear suitable footwear (runners). If it comes to the teacher's attention that a child does not have suitable footwear the child may be asked to sit out the class.

In the interest of safety jewellery such as long chains, necklaces, large rings & bracelets, or long earrings are not to be worn.

Teachers often take children outdoors during the school day, children need to wear a jacket or coat, preferably with a hood.

If a teacher considers that any item of a child's clothing is unsafe or unsuitable for a particular activity, the child may be requested to remove it.

We also request that all children with long hair tie it back in school.

## **Custody Orders**

If there is a custody order regarding a child, it is important that the school is informed. The school can seek an extract from a separation agreement / court order if such exists. If no such order exists and this is posing a difficulty, we will request that one is sought and made available to the school. In the absence of such an agreement or order both parents will be treated as equal partners as regards parenting rights and responsibilities. The school cannot withhold a child from either parent in the absence of a custody arrangement.

## **Emergency Contact Numbers**

### Parents /Pupils

Parents / guardians are asked to supply the school with their up to date addresses and phone numbers, contact numbers for child minders and crèches and the name of another person in the event of parents not being available.

Parents / guardians are asked to keep these details up to date. Any changes may be made through Aladdin Schools.

### Staff

Staff is asked to give up dating contact information to the school office and Principal so that they are contactable in the case of an emergency. They are also asked to give a contact number of somebody who could be contacted in the case of an emergency that involves the staff member.

## **Fire Drills**

Fire drills are held each term.

Refer to Appendix 4 - School's Fire Drill Procedures

## **Fire Safety**

The Board of Management arranges for fire safety equipment to be checked regularly.

## **Garda Vetting**

The Vetting Authority for teachers is the Teaching Council and for non-teaching staff is our patron body Educate Together.

Refer to School's Garda Vetting Policy

## **Health Issues**

### First Aid

A first aid box is located in the school office. This is checked regularly and restocked when supplies are running low. In the event of accidents basic first aid is administered by a staff member.

If a staff member feels that an injury is more than a minor one and medical attention may be necessary parents are contacted and requested to collect their child as soon as possible. In such cases children are made as comfortable as possible and wait either in the secretary's office or outside the principal's office.

### Absences

The National Educational Welfare Board (NEWB) was established under the Education Welfare Act 2000. Under this act parents and guardians must inform the school when their child is absent and state the reason for the absence. It is not necessary for parents to ring the office to inform us that their child is absent unless they have been absent for a long period or they have a contagious illness and other parents may need to be notified. D7ET requests that Parents/ Guardians communicate reason(s) for absence (s) through Aladdin Schools.

### Head Lice

We ask parents to inform us in confidence, through Aladdin Schools, if their child has head lice. We then notify parents that there is an outbreak in a particular class. No child is ever named or identified. We ask parents to check heads and treat if necessary. We also request that all children with long hair tie it back in school.

## **Movement through the School**

In the interests of pupil safety, the following strict procedures must be adhered to.

- Children walk when moving within the building.
- When moving in groups or with their class within the building they walk in single file.
- Movement on the stairs is in an orderly and quiet manner. Children walk in single file using the handrails.
- Children will be supervised at all times when engaged in activities in the school grounds – nature walks, farm visits, PE etc. Children are not permitted to wander off on their own.

## **Outside Personnel working with pupils**

D7ET welcomes the involvement of outside personal – parents, speakers, GAA coaches etc in our school. These activities require the advance permission of the Principal. The activity should comply with the school ethos and curriculum. A teacher is always present,

..... and the visiting person has no unsupervised access to pupils.

## **Supervision Procedures**

- Break time /yard supervision is covered by teachers.

- The supervision roster is drawn up by the Special Duties post holder with responsibility for supervision.
- This roster is circulated to each teacher at the start of each term and a copy is displayed in the staffroom.
- The Principal is responsible for deploying SNA provision for children with special needs.
- It is the responsibility of each staff member to familiarise themselves with their own schedule.
- If a teacher knows in advance that they will be absent on a day that they are due to be on supervision duty they should arrange a swap with another teacher.
- All staff supervising the yards wear hi viz jackets.
- All incidents and accidents of a serious nature are recorded in the yard book by a supervising teacher.

Yard Times 10.10 – 10.20 & 11.50-12.20

The children go to the yard, weather permitting. The supervising teachers and their classes need to be on the yard before other classes arrive. Children are not allowed to leave the yard without a teacher's permission. This is only granted if a child needs to go to the toilet or the office. Children are encouraged to go to the toilet before yard time.

Children are reminded regularly of yard rules contained in our Code of Behaviour.

Refer to school Policy - Code of Behaviour

At line up time a supervising teacher blows the whistle. The children walk to their lines and line up quietly. Children return to their class rooms class by class in a quiet orderly way accompanied by SNAs and teachers on yard duty. The supervising teachers fill in the yard book even if there are no incidents to report. It is essential that all incidents and accidents of a serious nature are recorded in the yard book by a supervising teacher.

#### Wet day arrangements

- The children remain in their classroom.
- Teachers who were scheduled to supervise do so indoors.

#### **Home Time**

##### Junior / Senior Infants 1.10

Junior & Senior Infants who do not attend the Sibling aftercare are brought to the yard by a teacher. Children are handed over one by one to a collecting adult. Parents/Guardians need to let the class teacher know at the start of the year what adult/s will be collecting their child. Children wait in line until it is their turn. Parents/ Guardians need to inform the class teacher if somebody different is collecting their child as children will not be handed over to unknown people. A clipboard for this purpose is kept in each Jun/Sen Infant Classroom. Any uncollected children are brought back to the school office and their parents/guardians are contacted.

##### 1st – 6th Class

These classes are brought to the yard by teachers.

- Children who are walking home on their own leave the yard promptly.
- Children who are being collected by an adult go directly to that adult. If there is nobody to collect a child, the child immediately returns to the designated waiting area. Under no circumstances are they to leave the yard on their own. Any uncollected children are brought back to the school office and their parents/guardians are contacted.
- Children attending an after-school activity go directly to the designated collection point.

These procedures also apply to children attending After School Activities.

Once children leave the school building, they are not to return unless accompanied by an adult.

### Toilets

Children may use the toilets at any time with a teacher's permission. At break time they need the permission of the supervising teacher.

### **Visitors to the School**

The front door is locked at 9am each morning and a buzzer is activated. After this time entry is only possible when buzzed in from the Secretary's office. CTV cameras are in operation. The monitor is located in this office. All visitors make themselves known to the School Secretary or Principal. In so far as is possible all entrances and exits within the building have been secured.

1. The front gate is locked by a magnetic lock controlled from the Secretary's Office.
2. Apart from parents dropping & collecting children all visitors to the school are required to sign in and out in the school's visitor's book. They will also be supplied with a visitor's badge.

## APPENDIX 2

Management of Health and Safety Log- Hazard and Maintenance Log – Held in Staff Room

DATE	HAZARD	ASSESSING RISK	METHOD OF DEALING WITH RISK	IMPLEMENTATION/ RECOMMENDATIONS

## APPENDIX 3

### Hazard Identification and Risk Assessment Form - *Dublin 7 Educate Together School*

#### **Hazard Identification and Risk Assessment – To be undertaken annually by the Principal accompanied by the caretaker**

##### Definitions

A **hazard** is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, students or visitors to the school.

A **risk** means the potential of a hazard to cause harm. The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in.

**Control measures** are the actions that need to be taken to eliminate or minimise the risks identified.

##### **Health and Safety structure within the school**

Susan Bailey is the safety representative in the School
Katrina Maguire is the safety officer on the Board of Management.
John Lovely is the School caretaker

**In completing this risk assessment, the following questions will be used to reach a risk rating for each hazard identified;**

- **Is anyone exposed to the hazard?**
- **Is the hazard likely to cause injury?**
- **How serious would that injury be?**
- **Is the hazard well controlled?**
- **Is the supervision adequate?**

##### **Headings for hazard identification**

##### **Fire**

- Fire alarms
- Fire equipment (extinguishers, fire blankets etc.)
- Fire register (fire drills, extinguisher checks, alarm servicing etc.)
- Signage

Fire: Risk Assessment

##### **Building conditions**

- Access and egress to buildings and campus
- General building conditions (external and internal, glazing, floor coverings)
- Windows (access by children, teachers)
- Electrical systems (standards for wiring, main distribution board etc.)
- School yard
- Classrooms
- Heating and ventilation
- Potential for slips, trips and falls
- Welfare facilities (children's and staff toilets, access to drinking water etc.)

- Building maintenance

Building Conditions: Risk Assessment

#### **Traffic on site**

- Traffic circulation
- Car parking
- Drop off and collection of pupils

Traffic: Risk Assessment

#### **General housekeeping**

- All corridors and circulation areas kept clear (trip hazards, obstructions)
- Storage facilities
- Manual handling
- Furniture
- Waste disposal
- Storage facilities
- Cleaning
- Window cleaning

General housekeeping: Risk Assessment

#### **Machinery, equipment and electrical appliances**

- Equipment and appliances in use
- Electrical supply (sockets, cables etc.)

Machinery, equipment and electrical appliances: Risk Assessment

#### **Hazardous substances**

- Chemicals on site (including all cleaning materials etc.)
- Storage arrangements
- Medications

Hazardous substances: Risk Assessment


### First Aid

- Location of first aid boxes
- Training for staff
- Student/staff allergies

First Aid: Risk Assessment

### Noise

- May not be an issue but should be considered

Noise: Risk Assessment



## **Appendix 4**

### **Fire Drill Procedure Sequence**

#### **Alarm**

When alarm sounds;

#### **Call the Fire Brigade**

The Principal and School Secretary are the persons nominated to contact the emergency services.

#### **Evacuation**

Staff and Students are required to follow the Evacuation Plans located in each room and proceed to the assembly area. Teacher brings Yellow Fire Drill Roll Sheet to Assembly point.

#### **Assembly**

Students are required to line up at their class sign in the back yard.

#### **Roll Call**

Roll is called by each class teacher and confirmed with Principal

## Appendix 5

Form to be signed by all Employees – Dublin 7 Educate Together National School  
I,

\_\_\_\_\_.

As an employee of

Dublin 7 Educate Together National School have read the Safety Statement and Health & Safety Policy produced by the Board of Management and agree at all times to adhere to the procedures set down by these policies and to observe the general rules of safety.

I further agree, as far as possible, to contribute to a safe and healthy school by carrying out all tasks with an awareness for the safety of both the children and employees in mind.

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Principal's Signature:

\_\_\_\_\_

*Kenneth McHugh*

*Mary Mooney*