



Glenflesk N.S.
Killarney
Co. Kerry
V93 PX30
Tel: (064) 7754624
Mobile: 083 1064081
Email: Glenfleskns@gmail.com



Health and Safety Policy

The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this is an integral part of any Health and Safety policy.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: _____
(Chairperson, Board of Management)

Date: _____

The Health and Safety Policy of Glenflesk N.S. has been prepared and produced by the Board of Management in consultation with parents and staff in accordance with the Safety, Health and Welfare at Work Act, 2005.

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

The aims of this policy are:

- To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- To ensure understanding of the school's duty of care towards pupils
- To protect the school community from workplace accidents and ill health at work
- To outline procedures and practices in place to ensure safe systems of work
- To comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
 - To ensure competent employees, who will carry out safe work practices
 - Safe access and egress routes
 - Safe handling and use of hazardous substances and equipment
 - Safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment.

Roles and Responsibilities

Responsibilities of employer - Board of Management

- 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
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- 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...)

Responsibilities of employees

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety. 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
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act, 2005)
The safety representative has the right to:

- 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 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
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Risk Assessment

Each year, the Board of Management will 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.

Procedures in place:

- Emergency contact procedures
 - Contact details on all pupils available and updated annually or as circumstances demand
- Fire-drill and school evacuation procedures
 - See Fire Drill and Evacuation Policy
- Serious Accident Procedure & Accident Report Form (See CPSMA Management Board Members' Handbook)

- Critical incident policy – Refer to Responding to Critical Incidents, NEPS Advice and Information pack for schools
- Exceptional closures
 - Text-a-parent/emergency contact

Health issues

- Enrolment Form
- Managing specific health issues
 - Procedures for pupils with high risk health issues – class teacher/SNA/office.
- Administration of Medication
 - See Administration of Medicines Policy
- Sickness or Injury
 - Parent/guardian informed
 - Incident recorded
- First Aid
 - Kit available and replenished as needed
 - Qualified first aiders on site

Safety and welfare issues

Pupils

- Assembly and Dismissal of Pupils
 - Pupils are supervised from 9.10am
 - Pupils are escorted to school gate unless collected by parent/guardian or other designated person
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
 - Collected by parent/guardian
 - Note necessary if unescorted
- Supervision of Pupils
 - Roster for playground duty clearly displayed in the staff room
 - Roster kept as part of the school records
- Incident / accident book
 - Report in the event of a serious incident recorded by supervisor present
 - Parent/guardian informed
- Code of Behaviour and Anti Bullying Policy in place
- Allegations or Suspicions of Child Abuse: Refer to Child Protection Guidelines. Also refer to CPSMA Management Board Members' Handbook.
 - The school's Child Protection Policy, in line with Child Protection Guidelines, are followed in the case of an allegation or suspicion of child abuse
- School tours / outings: Refer to school's policy on school tours

Staff

- Garda clearance mandatory
- Positive Staff Relations: See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000. Also refer to CPSMA Management Board Members' Handbook
- Assaults on Teachers/School Employees: See CPSMA Management Board Members' Handbook
- Employee Assistance Service: Contact [eas@vhics.ie](mailto: eas@vhics.ie) Telephone 1800 411 057

Equipment and materials

- Equipment associated with school maintenance stored in a safe area, not accessible to children. Storage area locked during the school day. Access restricted to authorised personnel
- Solvents, chemicals, cleaning agents stored safely. Storage area locked during the school day. Access restricted to authorised personnel
- Electrical equipment regularly checked

Safety Personnel

Safety officer Paul Tyther BOM Nominee

Safety representative Fiona Brick Staff Nominee

Review

A review will be conducted when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA inspector. Otherwise the policy will be revised annually.

The Board of Management officially ratified this policy in January 2023.

The Health and Safety Statement is available from the office to staff and parents and is on display in the school and on the school website.

Signed: Pádraig Cronin Chairperson Board of Management

Members of the Board of Management:

Pádraig Cronin
John O' Donoghue
Fr. Jim Lenihan
Eileen O' Donoghue
Paul Tyther
Gillian O' Donoghue
Fiona Brick
Paul Favier

Appendix 1

Recommended Safety Statement Format from Report of the Advisory Committee on Occupational Safety and Health at First and Second Levels in the Education Sector to The Health and Safety Authority.

FORMAT FOR A SAFETY STATEMENT FOR SCHOOLS	
SCHOOL NAME: Glenflesk NS	NAME / TEL OF: DOCTOR:
ADDRESS: Glenflesk, Killarney, Co. Kerry	Hospital / Ambulance Kerry General (066) 718 4000 Fire Brigade Killarney Safety Officer _____ Safety Representative _____ Person responsible for First Aid:
SCHOOL TYPE: Primary	
<p>This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:</p> <ul style="list-style-type: none">• <i>Provision of a safe workplace</i>• <i>Safe access and egress routes</i>• <i>Safe handling and use of laboratory chemicals</i>• <i>Safe equipment including maintenance and use of appropriate guards</i>• <i>Provision of appropriate personal protective equipment.</i> <p>Signed: <i>Pádraig Cronin</i> Date: 12/04/2023 Manager/Chairperson Board of Management</p> <p>Name of Deputy (in absence of above): <i>Paul Favier</i> <i>Employees are reminded of their responsibilities under the 1989 Safety, Health and Welfare at Work Act</i></p> <ul style="list-style-type: none">• <i>to take reasonable care for their own safety, health and welfare and that of others.</i>• <i>to make proper use of all machinery, tools, substances etc.</i>• <i>to make proper use of personal protective equipment.</i>	

Appendix 2

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/ High Risk	Risk to persons	Action Taken	Date	Person responsible

Appendix 3

Annual School Audit:

A. Fire Safety. School Record for School Year 2024

Fire Drill			Fire Equipment		
Date of Fire Drill	Observations	Areas identified that need to improve next time	Date Checked	Improvements made & date	Observations

B. School Environment. School Record for School Year 2024

Date	Identified Damage/Hazard	Location in school	Reported to... Date	Action taken	Cost/Observations etc in maintaining safety
06/02/2024	Lack of outdoor lighting	Exterior	Returning Officer Kerry COCO	Paul	€600

Appendix 4

Report on Accidents in the school environment *(For School's Internal Records)*

Name: _____ Class: _____

Date of Accident: _____ Time of accident: _____

Location of Accident: _____

Staff on supervision duties at time of accident: _____

Information regarding circumstances of accident:

Witness 1 _____ Witness 2 _____

Any further information:

Action Taken: _____

Signature: _____ Date: _____

(NOTE: By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the CPSMA Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)