Health and Safety Policy

The Board of Management of St John's National School, Drogheda, recognises the importance of the legislation enacted in the Safety, Health and Welfare Act 2005. This safety statement sets out the safety policy of the Board of management of the school and sets out the means to achieve this policy. Our objective is to endeavour to provide a safe and healthy work and learning environment for all employees and pupils and to meet our duties to the members of the general public with whom we come into contact. It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes

This policy requires the co-operation of all employees. The Board of Management is aware of the need for vigilance in the management of their School Health & Safety, including in particular fire safety systems. The school will monitor and ensure that their Health & Safety systems and practices, including fire safety, will contribute to ensuring that the school is a safe and suitable environment for the entire school community.

All records of accidents, incidents or ill-health will be recorded and monitored in order to ensure that any corrective measures required can be implemented to minimise the recurrence of such accidents or incidents.

Seamus Lynch, Chairperson, Board of Management

Policy statement on Safety, Health and Welfare at work of the Board of management of St John's National School, Rathmullen, Drogheda, Co Louth

1.1 Members of the Board of Management commencing December 2024

Chairperson: Seamus Lynch
Secretary: Tanya O Reilly
Treasurer: Edel Kelly

Board members:
Andrew O'Neill
Fr. Derek Ryan
Louise Cudden
Gerrard Kenny
Colin Leonard

1.2 The Board of Management will ensure that, in so far as it 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, 2005, are applied

1.3 Specifically the board of management wishes to ensure in so far as reasonably practicable:

a) the design, provision and maintenance of all places in a condition
that is safe and without risk to health.
b) the design , provision and maintenance of such means of access to
and egress from places of work and learning.
c) the design, provision and maintenance of plant and machinery.

d) the provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.

e) the provision of such information, instructed, training and supervision as is necessary to ensure safety & health in the work place.

f) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure safety at work of its employees

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 articles or substance.

i) the provision and maintenance of facilities and arrangements for the welfare of employees and pupils.

j) obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and heath at work for its employees.

k) the continuing updating of the Safety Statement.

l) the provision of arrangements for consultation with employees on matters of Health and Safety.

m) the provision of arrangements for the selection from amongst it's employees of a Safety Representative.

1.4 The Board of Management of St John's School will ensure as far as is practicable, that the provisions of the Health, Safety & Welfare act 2005 are adhered to.

1.5 The Board of Management recognises that its statutory obligations

Under legislation extends to employees, pupils or any person legitimately conducting school business and the public.

1.6 A safety committee may be established to monitor the implementation of the safety and health polices of St John's School and the requirements of the Health, Safety & Welfare Act 2005

Duties of Employees

1.0 It is the duty of every employee while at work:

a) To take reasonable care for his/her own safety, health & welfare and
that of any other person who may be affected by his/her acts or omission while at work
b) to co-operate with his/her employer or any other person to such extent as will enable his/her employer or the other person to comply
with any statutory provisions
c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for 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 of work, or system of work which might endanger safety, health or welfare of which he/she becomes aware.
e) Toilet floors should be checked regularly and recorded by the cleaning staff.

2.0 No persons will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

3.0 Employees will, by using available facilities and equipment provided ensure practices are performed in the safest manner possible.

Consultation and Information

It is our policy:

a) To consult with staff in the preparation and completion of the Health & Safety statement and Risk Assessment forms.
b) To give a copy of the safety statement to all present and future staff.
c) 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.
d) Teachers and staff should use adequate procedures regarding the safe use of ladders in the school.

Hazards

All staff and board members will complete Risk Assessment Forms where necessary . Some hazards can be rectified but others remain constant. 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 employees will review and make recommendations on the elimination of hazards. The floor area of all classrooms should be kept free of clutter including school bags, lunch bags etc. School bags should be kept in a designated area to avoid obstruction.

Specific Hazards

Fire

It is the policy of the Board that:

a) There is an adequate supply of fire extinguishers which will deal with any type of fire
b) All fire equipment is identified and regularly serviced
c) Regular fire drills take place at least once a term
d) Instructions / training is given in the use of fire extinguishers for Specific materials/ equipment

e) Fire Alarms are clearly marked
f) Signs will be clearly visible to ensure visitors are aware of exit doors
g) An assembly area will be designated outside the building
h) All electrical equipment be unplugged or turned off outside of school hours and when school is closed for long periods
i) Those leaving the building should let someone know
j) SMOKING and VAPING ARE PROHIBITED ON SCHOOL GROUNDS

Fire Extinguisher Locations

There are 28 fire extinguishers located around the school building, 18 downstairs and 10 upstairs.

Emergency Procedure

Sound Alarm (Fire Bell)
Fire doors close automatically
Fire curtain drops automatically
All staff, pupils and visitors leave the building and proceed to their designated assembly points
A chair should be placed outside each classroom to indicate the class has been checked and is empty.
Teachers should bring a class list for a roll call.
Where a pupil with a physical disability or mobility need is located upstairs when the fire alarm is activated, the pupils' designated SNA will bring them to the nearest designated fire refuge/assembly point and will remain there while awaiting further instruction from the Principal, Fire Person or other designated member of staff. Where required, the pupil and SNA will wear their ear defenders during this time.

General Procedure

1) Stand on signal, Maintain Silence
2) Leave in an orderly manner **DO NOT RUN**
3) Check toilets
4) Place chair outside classroom to indicate class has been checked.
5) Teacher brings class list
6) Proceed to assembly point at the far end of the playground
7) Teacher calls roll

Assembly Points

- When the fire alarm sounds all staff members, teachers and pupils must exit the school building immediately.
- Teachers should lead their class through their designated **fire exit door** and proceed to their designated assembly point at the back of the yard.
- **All classroom doors should be closed by the teacher** after everybody has left the room and a chair should be placed outside to show that the toilets have been checked.
- All corridor doors should be held by adults only.
- All staff members, teachers and pupils should line up at their designated numbers. Lists of designated assembly points are displayed around the school.
- All class teachers should bring their class list to their assembly points.
- Teachers should call their rolls then wait at their assembly points for further instructions.

Medical

Use of Plasters:

The school acknowledges that minor cuts and grazes may occur during the school day. Plasters may be used for minor injuries only and will be applied in accordance with good hygiene and infection-control practices. If applying a plaster **parents/guardians must be contacted first** for consent in case there are any issues or allergies. Pupils will be encouraged to apply plasters themselves where possible, under staff supervision. Where staff assistance is required, disposable gloves will be worn if there is any contact with blood or bodily fluids. Only school-supplied, individually wrapped plasters will be used. Parents/Guardians will be informed when a child has required a plaster. Injuries requiring more than a plaster will be managed in line with the school's First Aid procedures.

Head Bumps:

The school treats all head bumps seriously. Any pupil who sustains a head bump will be assessed by a staff member and kept under observation for signs of concern, including vomiting, dizziness, drowsiness, confusion, persistent headache, or changes in behaviour. Ice packs may be applied where appropriate. **Parents/guardians will be informed of all head bumps** on the day of the incident, and emergency services will be contacted immediately if serious symptoms are present or if there are concerns about the pupil's condition. An incident report will be completed in accordance with school procedures.

Administration and Storage of Medication:

The school will only administer medication to pupils when parents/guardians have completed an Administration of Medication form. This must be accompanied by a letter from the child's doctor specifying the medication, dosage, and timing. Pupils may self-administer under staff supervision where appropriate. All medication will be stored securely in a filing cabinet, with emergency medications such as inhalers or epinephrine auto-injectors readily accessible. Parents/guardians are responsible for providing in-date medication and collecting any unused or expired medication. Staff will follow the instructions provided and report any concerns or errors to the principal/health and safety assistant principal.

AED Machine

An AED Machine is located on the wall in the Breakfast Club close to the St. John's entrance. It is checked weekly by members of both staff and there are 3 members of each staff plus two staff from the breakfast club who are trained to use it. The machine can be used by any adult in an emergency as the machine will call out the instructions.

Electrical Equipment

Users: Adults only

Use In accordance with manufacturers instructions

Cables - When it is necessary to use tailing cables extreme caution is required. Where possible equipment should be plugged into the nearest available socket. Trailing cables should be routed so as not to cause a trip or fall hazard. Where cables are required to cross the corridors / classroom floors etc, floor covers should be used.

Storage - Equipment should be stored safely so as not to cause a hazard
All electrical sockets etc. should be checked on a regular basis. An electrician will be hired to do this. Light fittings and bulbs should be checked on a regular basis and replaced where required.

Storage in classrooms - Heavy items should be stored on lower shelves and light items on the top shelves.

P.E. & Assembly Hall - The floors in the P.E. & Assembly halls should be cleared of objects that could be hazardous to children playing or impede safe exit from the building in an emergency.

Car Park
It is not considered safe for children to walk through the car park. Parents should be made aware/ notified that the car park is for staff members use only and children / visitors should enter and leave the school through the pedestrian gate. The front of the school is a set down area only and cars should not be parked there at any time of the day.

Home Time
The children from Junior Infants and Senior Infants finish at 1.40pm. The children are taken to either of the gates by their teacher and delivered to parents / guardians. If a child in first or second class has permission they walk to the opposite gate. If a child is not collected they are brought to the office and a phone call will be made to their parents. A small number of children go home on the bus. They exit from the front of the building and cross a pedestrian path inside the school grounds. A traffic warden is at the pedestrian crossing on the main road every morning and every afternoon.

Windows and Doors
Windows should be opened and closed by adults only.

Hot Drinks
Staff should not take hot drinks outside of the staffroom unless they are in suitable containers with lids.

Ladders
There are two step ladders in the building for general use by adults only. Information on ladder safety is displayed on the Health & Safety noticeboard in the staffroom.

Children with Specific Medical Needs
Information and photographs of children with specific medical needs are displayed on the Health & Safety noticeboard in the staffroom and secretary's office. Teachers have been asked to read these.

Floors
Floors should be kept dry as far as possible mats are provided at all entrances and exits. Everyone should ensure that they dry their feet when entering the building. Wet floor signs should be available to indicate any wet areas which may cause a hazard. Everyone should walk when using the corridors. The floor area of classrooms should be kept free from clutter including school bags. School bags should be stored in containers,under tables or on hooks.

Storage for Cleaning Materials
All cleaning materials must be kept in a locked store room at all times. All chemicals in use should be clearly marked. Cleaners and maintenance staff should take care at all times and follow all manufacturers' instructions.

Smoking

SMOKING AND VAPING ARE STRICTLY PROHIBITED ON THE SCHOOL GROUNDS. Anyone wishing to smoke should stand well outside of the main gates.