

Scoil Náisiúnta Ros Eó,  
Ros Eó,  
Co. Bhaile Átha Cliath.  
K56 VK88  
Guthán : 01 843 7095  
Facs: 01 843 7095  
Email: [rushns.ias@eircom.net](mailto:rushns.ias@eircom.net)  
Website:  
[www.rushnationalschool.ie](http://www.rushnationalschool.ie)  
R.C.N: 20119270



Rush National School,  
Rush,  
Co. Dublin.  
K56 VK88  
Tel: 01 843 7095  
Fax: 01 843 7095  
Email: [rushns.ias@eircom.net](mailto:rushns.ias@eircom.net)  
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## Health and Safety Policy

### Introductory Statement

This policy was devised and formulated by the school community, involving the Board of Management, parents and staff of Rush National School, in accordance with the Rules and Regulations of the Department of Education and Skills and the Catholic Primary Schools Management Association (C.P.S.M.A.).

### Ethos

Rush National School is a co-educational primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While respect is paid to all religious and/or value systems, Rush National School is a Catholic school under the patronage of the Archbishop of Dublin.

### Compliance with School Ethos

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

### Health and Safety Statement

The Board of Management of Rush National School recognises that its statutory obligations regarding health and safety extends to employees, students, to any person legitimately conducting school business and to the public. The Board undertakes to ensure that the provisions of the Safety, Health and Welfare Act 1989 are implemented.

This policy requires the co-operation of all partners in the school community. It shall be reviewed annually, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management's Safety Officer. All records of accidents and ill-health shall be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents/ ill-health.

The Board of Management wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all areas in the school shall be safe and without risk to health
- The school may be safely opened and locked.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible. Protective clothing or equivalent shall be provided as is necessary to ensure safety and health at work.
- Plans for emergencies shall be complied with and revised as necessary.
- All relevant partners shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the staff of a safety representative.

## **Duties of Employees**

It is the duty of every employee of the school:

- 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.
- 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.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, or any equipment provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Principal or Safety Officer 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.
- To report significant accidents of any pupil, member of the public or employee, requiring medical attention in the Accident Log Book. Specifics of the accident, including date and approximate time, must be recorded concisely and without unreasonable delay. The written report should be signed by the teacher who was present at the accident and the teacher who provided treatment/contacted parents.
- To ensure that work practices are performed in the safest manner possible, while using any equipment and facilities provided by the school.

## **Consultation and Information**

A copy of the Safety Statement will be given to all staff members. Staff will also be made aware of any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

## **Hazards**

Safety Officer will make Hazard Book available to the class teacher where defects can be recorded and dealt with.

All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors/TV
7. Fuse Board
8. Kitchen Appliances – cooker, microwave, kettle, burco
9. Boiler House
10. Ladders
11. Excess gravel on school yard
12. Protruding units and fittings
13. Flat roofed areas of school
14. External store to be kept locked
15. Lawnmower
16. Slabs around perimeter of school
17. Icy surfaces on a frosty day
18. Mats in hall
19. Windows opening out
22. Doors
23. Bins (Junior Yard)
24. Goal Posts

To minimise these dangers the following safety/protective measures must be adhered to:

- Access to and operation of plant/equipment is restricted to qualified members of staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.
- In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Special Duties Teacher will check that PE equipment is safe, well maintained and stacked securely and is positioned so as not to cause a hazard.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings in class rooms are the responsibility of the Class Teacher.

### **Fire Protection**

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

- An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- Termly fire drills take place, where evacuation procedures are followed. Principal in conjunction with Safety Officer shall be responsible for fire drills and evacuation procedures. Fire alarm bell should be heard by all teachers and pupils. Fire drill will be held 2 weeks before Christmas, 2 weeks before Easter (Fri 29<sup>th</sup> March 2019), 2 weeks before end of Summer term (Fri 13<sup>th</sup> June).
- Fire alarms should be clearly marked. (Responsibility of Safety Officer)
- Exit signs should be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- 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 his/her class classroom must ensure it is kept clear.
- Assembly areas are designated outside the school building, and shall be clearly marked.
- Exit signs shall be clearly marked.
- All electrical equipment shall be left unplugged or switched off when unattended for lengthy periods and when the building is empty.

All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### **Constant Hazards**

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.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions
- Leads of appliances when not in use are unplugged.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Official guidelines issued by the health and safety authority are followed.

## **Chemicals**

All chemicals, photo copier toner, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal, where appropriate).

## **School Tours**

The level of supervision required for school tours is the same as for other activities in the school. (See school policy on School Tours).

## **Games**

Teacher must encourage all pupils to acquire and use relevant safety equipment in all sports.

## **Drugs, Medication and Allergies**

See administration of medicines policy.

## **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.

Members of staff and students are reminded:

- A person who is under medical supervision or on prescribed medication and who has been certified fit for work should notify the Principal of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
- Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

## **Working Alone**

Ideally staff should not work alone in the school, as there are risks involved such as assault, accident or sudden illness. If you have a medical condition that might cause you to become incapacitated or unconscious you should not work alone. If you choose to work alone in the school you are requested to take the following precautions:

- If you arrive at school outside of normal school hours and find another colleague is already in the building, inform them of your presence.
- If you are about to leave the building, and just one or two colleagues are remaining on site, let them know you are leaving.
- Park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site.
- If possible carry a mobile phone with you.
- Lock the doors and close windows to prevent intruders.
- Avoid working outside of the main building.
- Do not work at heights on a ladder.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest First Aid Box.
- Do not go into attics or any other space in which you might become trapped.
- Avoid any tasks involving hazardous tools or materials.
- When leaving, limit the amount you are carrying, to have one hand free.
- Ensure someone knows where you are and your estimated time of arrival home.
- If you arrive at school and find any sign of intruders, do not enter the building. Call the Gardaí.
- If you become aware of intruders/vandals, do not challenge them. Call the Gardaí.

### **Polished/Wet Floors**

The washing and polishing of floors shall be conducted, as far as is possible, after school hours. Where floors are wet, warning signs shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

### **Smoking**

It is the policy of the Board of Management of Rush National School, that the school shall be a non-smoking area (to include e-cigarettes).

### **Visual Display Units**

It is the policy of the Board of Management of Rush National School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority, must be followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

All infectious diseases shall be notified to the relevant bodies, and steps taken to ensure the safety of staff and students against all such diseases. The Principal will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in All First Aid applications, cleaning tasks, etc.

### **First Aid**

A member of staff will administer First Aid to staff and pupils. Minor injuries are treated with water/wipes, cold packs/plasters. In the case of more serious head injuries, cuts and breakages, a parent is contacted. All relevant incidents, whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer.

Notices are posted in office detailing

- Arrangements for giving first aid.
- Location of first aid boxes.
- Procedure of calling ambulances etc.
- Telephone numbers of the local Doctor, Gardaí and Hospital.

A First Aid Box is available to staff at all times containing (in their classroom/tours and First Aid Room)

- Sticking plasters
- Medical tape
- Disinfectant (e.g.) Savlon
- Antiseptic cream
- Cotton Bandage
- Scissors
- Ice packs (available in First Aid Room)

Disposable gloves must be used at all times in administering First Aid

### **Access to School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises should be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. 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.

### **Depositing/Collecting Children**

- All parents/guardians/carers, in the interest of safety, must obey all signs upon entering the school grounds
- Drivers are not permitted to enter school grounds when collecting children.
- Parents/Guardians parking outside the school grounds are asked to accompany children to and from the school premises.

### **Revision of this Health and Safety Policy**

This statement shall be regularly revised by the Board of Management of Rush National School, in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

### **Ratification, Communication, Implementation and Review**

A copy of the draft Job Sharing Policy was made available to all members of staff and to the Board of Management. The suggestions/proposals arising were considered by the Policy Committee in finalizing this policy.

- The draft policy was subsequently reviewed and formally ratified by the Board of Management on \_\_\_\_\_.

Subsequent to BOM ratification, the policy was made available on the shared teacher drive on the school IT network to all teaching staff members. Parents were made aware of the existence and availability of the policy by means of School Newsletter and this policy is also included on the Rush National School website at [www.rushnationalschool.ie](http://www.rushnationalschool.ie)

- The plan will be implemented by the teachers and SNAs supported by the Board of Management from \_\_\_\_\_.
- It will be reviewed every \_\_\_\_ years.
- Review Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson of the Board of Management

Date: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Nominee of Board of Management

Safety Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Nominee of Staff