

NEWTOWNMOUNTKENNEDY  
EDUCATE TOGETHER NATIONAL  
SCHOOL  
(NTMK E.T.N.S.)

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Whole School Plan for

**Health & Safety Policy**  
**2020**

## SCHOOL POLICY on HEALTH & SAFETY

### **SAFETY STATEMENT**

Newtownmountkennedy (NTMK) Educate Together National School undertakes to:

- Provide, as far as reasonably possible, a safe and healthy workplace
- Provide safe access and egress routes
- Provide training, information and appropriate protection for the use of chemicals, equipment etc.
- Provide instruction to staff on proper lifting techniques of pupils if necessary and assistance in dealing with pupil challenging behaviour
- Make information and literature available to Employees, Contractors, Visitors and the School Community
- Provide arrangements for consultation with employees on matters of health and safety
- Prepare and revise emergency plans
- Endeavour to create a safe and positive work and school environment

Equally, NTMK Educate Together National School requests and expects the co-operation of all Employees, Contractors, Visitors and Members of the School Community to comply with the Safety Plan by

- Observing the General Rules of Safety
- Using all chemicals and equipment in a proper manner
- Ensuring that all chemicals are kept in a locked secure unit.
- Ensuring the safety of all in its employ by installing a secure entry system to the school. The code for this system will only be available to staff and school users and committees. All strangers will have to ring the bell to gain entry.
- Carrying out everyday tasks with an awareness for safety
- Keeping work areas clean and tidy and particularly ensuring that corridors/escape routes are kept free of obstruction at all times
- Familiarising themselves with this statement and any other relevant instruction, information and literature provided
- Reporting without unreasonable delay any defects in equipment, place of work or system of work, which may endanger safety, health or welfare.

## HEALTH & SAFETY POLICY

### Introduction

The 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.

Specifically the management wishes to ensure so far as is reasonable practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work.
- The design, provision and maintenance of plant and machinery.
- The provision of systems of work that are organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
- The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, serious injuries, critical incidents etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- The continuing updating of the *Safety Statement*.

- The provision of arrangements for consultation with employees on matters of Health & Safety.
- The provision of arrangements for the selection from amongst its employees of a representative.

**The management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public.**

**The management of NTMK Educate Together NS will ensure that the provision of the Safety Health and Welfare at Work Act, 1989 are adhered to.**

**A Health & Safety Officer will be appointed to monitor the implementation of the Safety and Health Policies of EETNS and the requirement under the Safety, Health and Welfare at Work Act, 1989.**

**The Health & Safety Officer at NTMK ETNS is \_\_\_\_\_**

### **Duties of Employees**

It is the duty of every employee while at work:

- 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.
- 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, equipment or anything 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.

- 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.
- No person 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.
- Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### **Consultation and Information**

It is the policy of the management of NTMK ETNS:

- To ensure that a Health and Safety check be completed by the Health and Safety Officer and the Principal on an annual basis. This will be conducted prior to the Board of Management meeting in January 2020. A report will be made by the safety officer and signed off by the Board of Management.
- To consult with staff in the 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.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

The Board of Management of NTMK ETNS is aware of the present good practice in the areas of Fire Safety and Supervision of Children, Accident Procedure, First Aid and Administering of Medicine.

### **Fire Safety Policy**

It is the policy of the BOM of NTMK ETNS that the highest standard of safety for the children in our care, the staff of the school, and all visitors to the school will be guaranteed at all times.

#### **The Principal/Health and Safety Officer will ensure that:**

- Instruction is given in the use of Fire Extinguishers for specific materials.
- Fire alarms are clearly marked.
- There is an adequate supply of fire extinguishers which will deal with any type of fire.
- Exit signs are clearly marked.

#### **Staff must ensure that:**

- Fire alarms are clearly marked and visible.
- They are familiar with Fire Escape Routes.
- They are aware of the fire notices in their area.
- They are familiar with Fire Fighting equipment in their area.
- They know the nearest Fire Assembly point.
- The class register is filled in by 9.45 each morning.
- All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.

### **Fire Drills**

The aim of those involved in fire drill is to prevent panic and to ensure the safe orderly and efficient evacuation of all occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire. It is the duty of the Health and Safety Officer to ensure that extinguishers are serviced regularly.

- Fire Drills need to be planned and timed
- They need to be held once a term.
- Records to be kept of drills and checks of notices and equipment and problems recorded.
- A debrief will be held and a report will be given to the Safety Officer which will be presented to the Board of Management at the next meeting. Any recommendations will be minuted.

### **What to do if you discover a fire:**

If the fire is a small one i.e. a small fire in the bin, common sense will prevail.

### **If the fire is a serious one, the following procedures will be followed:**

- Alert your colleagues.
- Activate the alarm.
- Dial 999 or 911 and ask for the Fire Brigade.
- Get children into line immediately and remain calm.
- Bring your roll book/record of names
- Exit by the nearest Fire Escape Route to the designated assembly point.

### **Points to remember:**

- All staff should obey the instructions of the Fire Officer,
- Do not endanger yourself.
- Ensure the class register is up to date and easily accessed.

### **Supervision of pupils**

#### **Reception / Dismissal**

The BOM & staff are responsible for the supervision of pupils between 8.35am and 1.25pm (Infants).

Parents are responsible for the supervision of children before and after these times. Children will enter by front doors when doors are opened at 8.35am. Reception time is from 8.35– 8.45 am. Teachers are always present in classrooms at 8.45 am to greet children on arrival.

#### **Parents/Guardians must inform Class Teacher of any other arrangement regarding collection.**

In exceptional circumstances Teachers will supervise individual children when Parent/Guardian do not arrive for collection. Parent/Guardian will be notified if this practice occurs regularly.

Parents who wish to allow children to leave early must inform school in advance, and must collect children at agreed time and sign the child(ren) out.

The school must be notified in writing of any change in routine vis a vis collection of child(ren). The parent should have a designated person available to collect the child(ren) in the event of a change in routine.

#### **Breaks and lunch periods**

Children will be supervised by an adult member of staff during morning break and lunch break periods. Children will be informed regularly of yard rules and regulations which will be rigorously enforced. The practice of children returning to classrooms during breaks is discouraged except in emergencies.

### **Normal School Hours**

Teachers are responsible for supervision of children during normal school working hours. Teachers who occasionally leave classroom for short periods endeavour to arrange cover for their classes. When this is not possible Teachers inform Principal or Teacher in an adjoining room and leave door wedged open.

### **School Tours**

A high level of supervision is organised for school tours and outings. The level is dependent on the type of activity. Before a class tour is organised each teacher must be satisfied that the venue in question is adequately insured.

Parents may drive children to local venues i.e. a nature walk to the park or a trip to the library or some other local venue. Only parents with full licences and who are insured for such trips and who have adequate seating will be able to carry children.

Buses will be used for all other trips. Staff will endeavour to source buses with seat belts.

In all cases written parental permission will be sought before a child can be taken on an outing.

The absence of such permission will mean that the child will not be allowed to travel.

- A general permission slip is issued each September (as this is a start-up situation, the form for 2020 will be issued in June).
- Parents will be notified of all trips involving transport.
- The teacher in charge will have a list of all children on the trip: all allergies and relevant medical information will be noted.
- The teacher in charge will carry a first aid kit on the trip.
- Please note the Critical Incident Policy

### **Accident Procedure- (ref to Accident & Injury Policy also)**

The procedures that should be followed in the event of an accident or injury to a pupil:

In the event of an accident or injury to a pupil, a Teacher should take such action as would be exercised by a careful and solicitous parent placed in similar circumstances. In this regard Teachers should make themselves familiar with the school's policies and procedures for dealing with and reporting accidents (as is listed below).

- All accidents or injuries to pupils should be recorded in a School Incident Book.
- Accidents should be reported in a common sense and factual manner with particular reference to the supervision being exercised at the relevant time.
- Any enquiries by a teacher regarding the welfare of a pupil are not an indication of, or an acceptance of responsibility. Claims will be handled by school's Insurers.

### **FIRST AID**

It is the policy of the BOM of NTMK ETNS that:

- An employee will be trained to apply First Aid to children and to other employees.
- All required remedies and equipment are made available for first aid function.
- Parents/Guardians should be informed



- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:
  - Elastoplast plasters
  - Tape
  - Saline solution (to wash wounds or eyes)
  - Cotton Bandage
  - Antiseptic wipes
  - Scissors
  - Disposable gloves which must be used at all times when administering First Aid
  - Hot water and soap should be available and should be used before and after administering First Aid

### **Equipment / First Aid Kits**

The First Aid Officer takes responsibility for First Aid boxes, filling them and replacing used items etc.

- There is one First Aid Kit specifically for use in the Playground, located in the Staff Room.
- First Aid Kits in Classrooms should be clearly visible and easily accessible.
- Kits should always be returned after use.
- If any kits need equipment replaced, please let the First Aid Officer know as soon as possible.

### **What to do in an emergency:**

#### ***Assess the situation:***

- Is there any continuing danger?
- Is anyone's life in immediate danger?
- Are there bystanders who can help?
- Do you need specialist help?

### **Bleeding Wounds:**

If a child has a wound which is bleeding:

- Remove clothing (if necessary) to expose the wound
- Always wear a pair of rubber gloves before touching the wound
- Apply a sterile dressing from the First Aid Kit over the wound, pressing firmly with the hand/fingers
- If it is a small wound **ONLY** clean the wound with water and a cotton swab. **DO NOT** apply any anti-septic cream or lotion to the wound

- If it is a larger wound, secure the dressing with a bandage (if appropriate)

#### **Broken Bones:**

- Do not remove casualty if the child is in a position which exposes him/her to immediate danger
- Steady and support the injured part if possible with your hands.
- If a broken bone is suspected, obtain expert help.

#### **Head Injury:**

- If there is a scalp wound, replace any skin flaps and using a clean pad, press down firmly and evenly over the wound.
- Check casualty's level of response to simple questions, if consciousness is impaired send for an ambulance immediately. Ask first aid officer for help with this if unsure.
- If a child receives a bump on the head, wrap the ice-pack (in the freezer in the Staff Room) in a clean tea-towel and apply the pack to the bump on the head to reduce swelling.

#### **Eye Injury:**

##### ***Loose or foreign bodies in the eye:***

- Irrigate the eye with Saline Solution in the First Aid Kits. (**DO NOT** use any other solution).
- **DO NOT** attempt to remove anything that is embedded.
- If the foreign body cannot be removed, apply an eye pad and send the casualty to hospital. The parents should be informed immediately.

#### **Infection:**

In the case of infections such as Head lice or Chicken pox etc. a letter will be sent out to the entire Parent Body as soon as the infection is noted by any one member of staff to avoid further unnecessary outbreaks.

#### **Specific Conditions:**

\*Specific conditions (of children) which Staff at NTMK EETNS should be aware of to ensure the proper Health and Safety of the children- THIS INFORMATION IS CONFIDENTIAL AND IS TO BE USED ONLY BY THE TEACHING STAFF AT EETNS

#### **Administration of Medication to Pupils**

As a general rule, Teachers SHOULD NOT be involved in the administration of medication to pupils. In exceptional circumstances, where a Teacher agrees to become involved in the administration of medication, please check INTO guidelines (pg. 181 of the Members' Handbook) for the correct and proper procedures.