

Meán Scoil Nua an Leith-Triúigh

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HEALTH & SAFETY POLICY

Safety Statement.

It is Board of Management policy to provide a safe and healthy work environment for all employees and to meet our duties to students, employees, contractors and visitors. The Board of Management acknowledges its role in protecting safety, health and welfare of all people employed in the organisation and affected by the work place. We are committed to implementing safe work systems and methods to ensure the safety, health and welfare of all.

The Board of Management understands its legal obligations and its commitment to comply with the safety, health and welfare at Work Act, 2007, and any other legislation such as the General Applications Regulations 1993 or as required EU Law.

The Board of Management recognises that its obligations are to provide the following:

- A safe place of work
- Safe systems of work
- Appropriate information and training to ensure safety
- Preparation and revision of emergency plans
- Prevention of risks to health from any activity
- Hygiene facilities as appropriate

The success of this policy will depend on the co-operation of all personnel. It is therefore important that all staff of Meán Scoil Nua an Leith Triúigh acquaint themselves with all areas of the Safety Statement. They should ensure that they understand their role and the overall arrangements for their health and safety within the school and department. They should also be aware that they have an obligation to take care of their own safety and that of others that might be affected by their actions.

In order to secure the safety, health and welfare of employees, staff, students, visitors and contactors, the Board of Management will commit to the following:

- Carry out risk assessments, identify possible hazards and prepare a safety statement, taking account of the general principle of prevention.
- Management will be fully familiar with the organisations safety statement and ensure all employees are informed of its contents and any subsequent revisions
- Employees will be informed of hazards and risks identified and the protective and preventative safety measures put in place.
- Organise methods and systems for managing and conducting work activities to ensure, as far as possible, the health and safety of employees
- Ensure that there are safety needs of access and egress to the place of work, and endeavour to ensure that the equipment and facility is safe and without risk of health.
- Prevent, as far as possible, any improper conduct or behaviour likely to put the health and employees at risk.
- No employee will be dismissed or penalised for complying with or exercising their rights under the health and safety statutory provisions
- The Safety Officer through consultation will review all safety issues and accidents/dangerous occurrences in order to ensure compliance with the safety statement and relevant legalisation.
- Provide written information and instructions regarding fire safety on the premises to ensure that employees are aware of the actions to be taken in the case of emergency
- Ensure that properly maintained fire protection equipment is available and that fire exit routes are kept clear
- Provide and maintain first aid boxes on the premises
- Ensure that all employees receive adequate safety and training and instruction appropriate to the task performed
- Will consider and support any representation about health and safety from any employee
- Dedicate the resources necessary to ensure, as far as is responsibly participle, the safety, health and welfare of its employees and visitors to the premises

POSSIBLE HAZARDS & PRECAUTIONS TO MINIMISE RISK:

Possible hazards:

- Harm to health of students and/or teachers as a result of a poor working environment.
- Accidents such as trips, falls, injury caused by structure, furnishings or equipment.
- Physical or mental health harm as a result of unruly behaviour.
- Physical or mental harm as a result of bullying.
- Accidents such as fire.
- Substance abuse.

Measures/Precautions to minimise Risks:

- Care will be taken to ensure that rooms are adequately lighted, heated and ventilated. In the event of any of these not being possible, e.g. due to a prolonged power cut, the school will be closed until the fault is rectified.
- As far as possible, with the structures provided, students will be afforded adequate space according to the Department of Education & Science Guidelines.
- School Code of Discipline will contain measures requiring orderly behaviour in and outside the classroom and a need to respect other members of the school community and their property.
- The school will organise a supervision rota to cover break periods when students are not in class.
- When a teacher is absent, either a substitute will be employed from outside the school or one of the teaching staff will fill in under the substitution and supervision scheme or voluntary if appropriate.
- Any damage to structure and/or furnishings will be reported and noted as soon as identified and appropriate action taken, e.g. repair. Damage which could pose a risk to health or safety will be repaired quickly and any interim measures deemed necessary will be taken.
- Rooms will be kept clean and in good order by a caretaker, normally on a daily basis. School Code of Discipline will require students to take responsibility for normal care of their own room and furnishings, e.g. by not throwing objects on the floor or damaging furniture.
- Condition of equipment which could pose serious hazards such as cookers will be regularly monitored. Any reported faults will be rectified as soon as possible and any interim measures deemed necessary, such as temporary disconnection of appliance, will be taken.
- Students will be required to report any accident or incident immediately so appropriate action can be taken.
- *A First Aid Kit shall be kept in the Staff Room and in the Principal's office to cater for minor incidents. Tablets, however, may not be administered. If it is deemed necessary, the student will be taken to the Clinic or A & E whichever is appropriate after the parents or guardians have been informed.

- Children feeling unwell on arrival at school will be able to telephone home to arrange collection if possible.
- Unruly behaviour will also be covered in School Code of Discipline.
- Any behaviour causing harm or deemed to cause a threat shall be reported and noted on an Incident report sheet.
- In case of unruly behaviour which may pose a danger to students or teachers, appropriate disciplinary action will be taken by teachers, class, teachers, discipline committee or the principal?
- Class representatives, students and parents will be encouraged to report any incidence of mental or physical bullying. Each case will be investigated and whatever appropriate action deemed necessary to protect the health and safety of students will be taken. The School Policy on Bullying will provide Procedures and Guidelines.
- After reported incidents have been dealt with the situation will be monitored to ensure there is no reoccurrence.
- Classes will be surveyed by Questionnaire to help identify any incidences of bullying so they can be dealt with promptly.
- Visiting speakers may be brought in to talk to students on the issue of bullying.
- The school will be equipped with fire extinguishers at a number of locations including corridors, woodwork room, home economics room, G.P/P.E and reception areas.
- Extra precautions such as fire blankets near cookers will be taken where necessary.
- Care will be taken to ensure that all fire doors are accessible and free of obstructions.
- Students will be instructed on procedures to follow in case of an emergency such as fire and fire drills will be carried out.
- In case of a fire, teachers will ensure classrooms are evacuated in speedy and orderly fashion and will check that all students are present at Assembly Area.
- Under no circumstances will students be permitted to re-enter classrooms as long as a hazard continues to exist.
- If appropriate, emergency services will be contracted.
- There will be a School Policy on Substances Abuse, setting out Guidelines & Procedures

Emergency Telephone Numbers:

Doctor Sills Castlegregory: (066) 7139226

Ambulance: Emergency Calls 999 or 112

Fire Service: Dingle 999 or 112

Tralee 999 or 112

(Ambulance Control Centre: Tralee (066) 7121866

Dingle (066) 9151455

Gardaí: Castlegregory (066) 7139122

Tralee (066) 7122022

Dingle (066) 9151522