



Belmayne Educate Together Secondary School

Roll Number 68346 T

Grange Abbey Road
Donaghmede

Dublin 13

Health & Safety Statement and Policy

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Health & Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management (BOM) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, 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 cooperation of all staff, contractors and students of the school.

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

- (a) 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;
- (b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- (c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- (d) continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- (e) consult with staff on matters related to safety, health and welfare at work;
- (f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

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

Signed: _____

Date: _____

Chairperson, Board of Management

School Profile

School size: 36 students and 11 staff members.

Provision for persons with special needs: The entire school is wheelchair accessible. It is all at ground level with no steps.

School buildings and facilities: 3 classrooms, toilets, staff room, office, store room and a well-being room. There is a moveable basketball net outside in the yard.

Resources

Fire Extinguishers in every room

First Aid kit in the staff room

First-aid trained: Principal. We are investigating first aid training for all staff members and students.

Safety Officer/Health & Safety Coordinator: Principal

Risk Assessment & Fire Drills: Principal

Maintenance of Grounds and Equipment: Principal

Roles and Responsibilities in accordance with [HSE guidelines](#)

Role of BOM:

- complies with its legal obligations as employer under the 2005 Act
- provides a safe place of work and safe systems of work
- ensures that the school has written risk- assessments and an up to date safety statement
- receives regular reports on safety and health matters
- reviews the safety statement at least annually and when changes occur that might affect safety, health and welfare
- reviews the school's performance in relation to safety, health and welfare
- allocates adequate resources to deal with safety, health and welfare issues
- can appoint competent persons as necessary to advise and assist the Board of Management on safety, health and welfare matters at the school

Role of the Principal / Deputy Principal

- is responsible for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- takes all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Role of the H&S Coordinator:

- complies with the requirements of the 2005 Act
- reports to the Board of Management on the school's performance in relation to safety, health and welfare
- manages safety, health and welfare in the school on a day-to-day basis
- communicates regularly with all members of the school community on safety, health and welfare matters
- ensures all accidents and incidents are investigated and all relevant statutory reports completed

- manages the development and regular practice of emergency procedures
- organises relevant training
- ensures that risk assessments and corrective actions are carried out
- ensures that regular reviews of the school's performance in relation to safety, health and welfare are carried out

Role of Teaching Staff:

- comply with all statutory obligations on employees as required by the 2005 Act
- to take reasonable care for his/her safety, health and welfare and that of any person who might be affected by his/her acts while at work
- cooperate with school management in the implementation of the safety statement
- inform students of the safety procedures associated with individual subjects
- ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules
- conduct risk assessments of their immediate work environment
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- check that equipment is safe before use
- ensure that risk assessments are conducted for new hazards, e.g. new machine, system or chemical product
- select and appoint a safety representative(s)
- cooperate with the school safety committee
- report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement

Safety Representative

Staff have a right to select a safety representative. The procedures are as follows:

1. All staff are given the opportunity to volunteer themselves to become a safety representative or to nominate a member of staff.
2. If there is more than one staff member nominated, the staff will vote to elect their safety representative.

Role of the safety representative:

- to inspect all or part of the school and immediately if there is an accident or dangerous occurrence or imminent danger or risk to safety and to investigate accidents and dangerous occurrence
- investigate complaints relating to health and safety
- accompany Health and Safety Authority Inspectors carrying out inspections
- to complete the short awareness-raising course available online free of charge for safety representatives on <https://hslearning.ie>

Risk Assessment

All activities at the school that could cause an accident or ill-health must be risk-assessed, in particular the most hazardous ones. The steps required when carrying out a risk assessment is as follows:

1. Identify the hazard
2. Assess the risk in proportion to the hazard
3. Identify and implement the appropriate control measures to eliminate the hazard or reduce the risk

Current Hazards

- (i) School Bags - students are instructed to keep them tidily under or beside their desks
- (ii) Wet Surfaces - mats are provided in all classrooms. Students and staff are reminded not to leave tissue paper dropped on the bathroom floor. In the case of spillages, teachers should ensure that surfaces are wiped immediately.
- (iii) Break/Lunch Time - supervision is required in the classroom where they eat and also outside in the yard. The teacher on duty will check the yard to ensure there is no broken glass or other dangerous materials in the yard. If any dangerous items are found, the teacher on duty should ensure it is removed.

Visitors to the School

- All parents should report to the office.
- All other visitors to the school should sign in at the office. Visitors will be collected from the office by the member of staff concerned or escorted to the appropriate area of the school.
- Visitors should sign out on leaving the premises.
- If a member of staff meets someone on site who they do not recognise they should, enquire if the person needs assistance and direct them either to the office or off the site, as appropriate.

Safety of Students

It is important that teachers are punctual for their classes at all times. If teachers are going to be late or absent, the principal or deputy principal must be notified as soon as possible. Students are to be informed/corrected in relation to:

- no running in classrooms
- no throwing objects at any time
- no horseplay, pushing or shoving

Fire Safety

The principal is responsible for conducting the fire drill. 2 fire drills per year are carried out, one in the first term and one in the second term. The fire assembly point is at the entrance gate into the school grounds. Record of fire drills are kept, please see Appendix 1. A 'fire log' is maintained, which records the checking of the following:

- fire exits
- fighting equipment
- fire alarm

Evacuation procedures and maps will be drawn up when we move to our new premises in Belmayne. Currently, if there is a fire, students will leave the classroom they are in and proceed to the fire assembly point at the school gate. Students will line up in their class groups.

Procedure for students

1. Students on hearing the fire alarm exit the designated exit from their classroom to assemble in front of the main gate with their teacher.
2. All belongings should be left behind. Students should walk in a single line calmly and quietly.
3. Students are to remain at the assembly points until requested to return to the classroom under the direction of their teacher.
4. Interference with the fire-fighting equipment or the fire alarm system is a serious offence and will be dealt with accordingly.

Procedure for staff

1. Teachers and students should leave the classroom as quickly as possible, through the designated EXIT route for your room.
2. Do not stop to collect personal items & do not return to your classroom.
3. The teacher should be the last to leave the room counting the students as they are leaving
4. All staff, students and guests are to assemble at the school gate.
5. Teachers should check their students at the assembly point and report any missing students to the deputy principal/principal.
6. Do not re-enter the building for any reason until the all clear has been given.

Procedure for principal/deputy principal

1. Grants permission to re-enter the building
2. Ensures all staff members are present.

First Aid

There is a first aid kit in the staff room which is accessible to all staff. A First Aid kit was purchased in November 2019. The principal is trained in general first aid and in the use of a defibrillator. More staff members will be trained up as the school grows in order to be compliant with current legislation. A record is taken of any significant accidents or injuries sustained, please see Appendix 2. Parents are contacted if a head injury occurs or serious accidents. Emergency cases are brought straight to hospital. Students with serious medical conditions will be listed in the staff room.

Smoking

Smoking is prohibited at all times in the school grounds.

Medical Assistance

It is school policy not to provide oral medication to students without parental consent. Students needing to take prescription medicines during the school day are facilitated. The medicines are kept in a central location in the school and the medication administered with the support of a member of staff. If epipens are needed they are held in the school for students with allergies and staff are made aware of the names of these students and their particular needs. Staff will receive the necessary training to administer them.

Student illness

It is preferable that a student who is ill would remain at home due to the risk of infection. If a student is ill in school, s/he must remain in class where possible. If they are too unwell to remain in class they must report to the office where a parent will be contacted and advised to bring the student home. A parent or guardian must sign the student out before bringing them home.

Accidents and Dangerous Occurrences

In the event of a serious accident or dangerous occurrence, a detailed report will be written by those involved and emailed to the Safety Officer and to the Principal. The principal, as secretary to the Board of Management shall inform them in writing of any serious accidents that need to be reported to the Health & Safety Authority. Evidence suggests that the main causes of accidents in schools are slips, trips and falls, manual handling and contact with machinery and equipment. ([HSE Guidelines p50](#))

The Board of Management (employer) is responsible for reporting accidents to the Health and Safety Authority. In the case of staff (employees) this includes:

- the death of a staff member (employee) if this is as the result of an accident at work. The accident may have taken place either at the employee's place of work or at another employer's place of work, or in a location other than the normal place of work.
- the injury of any staff member (employee) as a result of an accident while at work where the injury results in the person being unable to carry out their normal work for more than three consecutive days, excluding the day of the accident. (In calculating the days, weekends and other non-working days should be included.)

The Board of Management must also report where a staff member dies as a result of an accident at work within one year of that accident, even if it has already been reported.

Only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable.

- Directly caused mental injuries such as shock or fright as the result of an assault, continue to be reportable. Fatal accidents must be reported immediately to the Health and Safety Authority or Gardaí. Subsequently, the formal report should be submitted to the Authority within five working days of the death.
- Non-fatal accidents or dangerous occurrences should be reported to the Health and Safety Authority within ten working days of the event.
- Injuries to any employee as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the Health and Safety Authority.

Accidents and Dangerous occurrences should be reported using the online reporting system on the Health and Safety Authority's website www.hsa.ie. For hard copies of the Accident Report Form contact the Authority's Workplace Contact Unit, Lo-call 1890 289 389 or email wcu@hsa.ie

The school must keep records of all accidents and dangerous occurrences which occur for a period of ten years from the date of the incident. The records can be kept in the same format as the report made – that is, a copy of the report submitted to the Health and Safety Authority will suffice to meet the obligation. When keeping or processing records, in particular personal data relating to individuals, the requirements under the General Data Protection Regulation (GDPR) are required to be met.

The following accidents involving non-workers are reportable:

- the death of a person who is not an employee of the school, and who is not at work, but who dies from an accident caused by a work activity at the place of work.
- the injury of a person who is not an employee of the school, and who is not at work but who is injured from a work activity if the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility. For the purposes of the [regulations](#), a medical facility can include a primary care facility, a medical care clinic, or a medical facility at a work site that is staffed by a registered medical practitioner.

For example, the following accidents are reportable:

- a visitor to the school slips and falls on a wet floor where the caretaker is mopping up a spillage, and if the extent of the injury requires that they must be brought by ambulance or other vehicle to a hospital or medical facility for treatment by a registered medical practitioner.
- a student at the school is overcome by fumes that escape accidentally during a science laboratory experiment. The person is removed to hospital and treated by a registered medical practitioner.
- If a pupil trips during PE class and has to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility, this is reportable to the Health and Safety Authority.

However, if a pupil trips in the school yard and is injured, this is not reportable to the Health and Safety Authority. School trips/tours are considered to be a work activity of the school.

Health & Safety Training

There is a range of free on-line awareness-raising short courses for schools available on the Health and Safety Authority's elearning portal <https://hsalearning.ie>. Courses are aimed at employers and employees and those with a safety role in the school environment. Teachers may also access courses for students preparing for the workplace. Detailed guidance and publications can also be downloaded on a wide range of topics from www.hsa.ie.

Schools assemblies, induction briefings and pre-class instruction and demonstrations in practical areas, are just some of the many on the ground (in-house) instruction, training and supervision arrangements that are already being undertaken by school staff, and do not require external involvement.

Records of safety training will be kept in staff files and the safety officer will ensure that the staff trained in First Aid attend refresher courses as required. The safety officer will maintain an overview of staff training, dates of training and dates of refresher training that is needed.

Communication & Consultation

On a yearly basis, the safety statement will be reviewed through meetings of a safety committee composed of representatives of school management and teaching and non-teaching staff.

At the beginning of each year, an annual presentation on the safety statement is made at a full staff meeting and the provision of an electronic copy of the safety statement made available to all staff on the shared drive to each staff member when he/ she joins the staff.

The school communicates information on safety, health and welfare to all members of the school community by making the safety policy available on the school's website. The location of notices regarding emergency procedures, fire exits, evacuation assembly points, first-aid stations are placed as appropriate around the school building.

The safety checklist available in the [Guidelines Document](#) (p25) will be used to carry out the safety checklist annually.

Ratification:

This policy was ratified by the Board of Management on _____

Signed: _____

Chairperson of the Board of Management

Appendix 1 - Fire Log

The following should contain details of fire drills carried out and equipment checks etc.

Date	Action	Duration	No persons present	Person Responsible	Issues arising

Accident or Incident Record Form

INJURED PARTY DETAILS

Surname: _____ First Name(s): _____

Address(Home/Company) _____

D.O.B: _____ Sex: Male/Female _____

Status (Please tick as appropriate)

Student Teacher/staff member Visitor Contractor

Other (please specify)

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	TICK	MAIN AGENT WHICH CAUSED ACCIDENT	
Injured/damaged by a person	_____	_____	
Struck by/contact with	_____	_____	
Caught in/under	_____	_____	
Slip/trip/fall	_____	_____	
Sharps	_____	_____	
Road Traffic Accident/ Crash	_____		
Exposure to substances/environments	_____		
Manual Handling	_____		
Property damage	_____		
		PART OF BODY INJURED	TICK
TYPE OF INJURY	TICK	Head(except eyes)	_____
Fatality	_____	Eyes	_____
Bruise	_____	Face	_____
Concussion	_____	Neck,back,spine	_____
Internal Injury	_____	Chest,Abdomen	_____
Abrasion,graze	_____	Shoulder	_____
Fracture	_____	Upper arm	_____
Sprain	_____	Elbow	_____
Torn ligaments	_____	Lower arm,wrist	_____
Burns	_____	Hand	_____
Scalds	_____	Finger (one or more)	_____
Frostbite	_____	Hip joint,thigh,kneecap	_____
Injury not ascertained	_____	Knee joint	_____
Trauma	_____	Lower leg	_____
		Ankle	_____
		Foot	_____
		Toe (one or more)	_____
		Multiple injuries	_____

Accident or Incident Record Form cont'd.

Consequences	Result	Anticipated absence
Fatal ___	Sick Leave ___	1-4 days ___
Non - fatal ___	Excused ___	4-7 days ___
	Light duty ___	8-14 days ___
	Medicine ___	More than 14 days ___
		NONE,i.e no anticipated ___ absence on resulting from the accident or incident.

Has the accident been reported to the Health and Safety Authority? Yes ___ No ___ Not applicable ___
(See note below)

Have you informed your insurance company? Yes ___ No ___ Not applicable ___

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The equipment in use (if any)
- Location of accident

Detail how the accident occurred

Attach:

- (A) Injured party's report
- (B) Witness list (level of detail required will vary depending on the severity of the accident).
- (C) Witness statements (level of detail required will vary depending on the severity of the accident).
- (D) Sketch or photograph of the scene, equipment etc. where appropriate

Investigating staff member (BLOCK CAPITALS) _____

Signature: _____

Date: _____

Note 1: Certain accidents must be reported to the Health & Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie