



*Scoil Pól, Kílfínane, Co. Limerick*

[www.scoilpol.ie](http://www.scoilpol.ie)

*Tel:* 063 91197

email: [secretary@scoilpol.ie](mailto:secretary@scoilpol.ie)

V35 YH27

## Health, Safety and Welfare Policy

### Introduction:

Scoil Pól aims to provide a safe and healthy place of work for its staff, students and visitors, and to comply with all relevant legislation. A copy of the policy will be made available to all staff and displayed in the principal's office and the staff room.

To achieve this aim, Scoil Pól has in place:

- A Health, Safety and Welfare officer (principal)
- A Health, Safety and Welfare representative (staff representative on BOM)
- A Health, Safety and Welfare committee Principal, Chairperson of BOM, staff representative on BOM

A report from subcommittee is given at each Board of management meeting

### Scope:

This policy applies to all staff, students, visitors to Scoil Pól, and to all school related activities.

### Relationship to School's Mission Statement:

It is the aim of Scoil Pól to create an environment where learning and growth flourish, and every effort is made to protect the school community, and to put procedures in place to minimise risk and manage any incidents, while promoting positive physical and mental health. All school policies are informed by the Health, Safety and Welfare policy

### Objectives of Policy:

- To conform to all relevant legislation
- To provide a safe and healthy environment for all members of the school community
- To encourage all staff, students and parent/guardians to adhere to the policy
- To provide regular review of all Health, Safety and Welfare issues in the school

## **Policy content:**

This policy will be dealt with in 3 distinct, but interrelated sections – Health, Safety and Welfare

### **1. Health**

Scoil Pól encourages a positive approach to mental and physical health both in school and outside.

#### *Curriculum:*

- Provision of Physical Education classes
- Cross curricular references to physical, dietary and emotional wellbeing, eg. Wellness, Religion, Science, Home Economics, CSPE, SPHE, etc

#### *Extra Curricular:*

- All forms of team and individual extracurricular activities are encouraged and promoted in school, eg. Meitheal Sport, GAA, athletics, chess, etc
- Continued development of good relationships between all local clubs to support both school and club

#### *Whole School Promotion:*

- After school personal fitness training
- Dedicated school walks
- Guest speakers on relevant teen and young adult issues
- School programmes that give specific focus to health issues – eg. LCA, LCVP, TY, etc
- Promotion of well being and wellness throughout the school – wellness week, guest speakers, etc

#### *In House:*

- School pastoral system
- School counselling service
- Cairdeas
- Life skills programme
- School canteen – healthy options, etc

School facilities are made available to members of the wider community to encourage participation and promotion of good health through exercise

### **First Aid:**

- All staff participate in general First Aid training at regular intervals
- A team of First Aid First Responders receive additional First Aid training
- First Aid boxes throughout the school are checked and restocked as necessary.
- Student medical requirements are stored safely as necessary
- School defibrillator is stored and maintained in the secretary's office

## **2. Safety**

Identification of hazards and Assessments of risks: - definitions in Appendix 1

### **Hazard Identification:**

Annual Safety Audit is completed by all departments and staff throughout the school using Department of Education Guidelines. This audit is completed towards the end of the school year and identifies any areas of concern the school staff may have. The result of this audit is reviewed and assessed by the SDP and Health, Safety and Welfare Committee and results forwarded to the Board of Management.

Sample attached - Appendix 2

### **Risk Assessment Sheet:**

Risk assessment sheets are completed by all staff involved with teams and school tours at the commencement of each school year. Risk assessment sheets are completed for individual and once off outings and trips.

These assessments will be completed, reviewed and submitted to the Health, Safety and Welfare Committee and forwarded to the Board of Management for assessment and approval.

Sample attached - Appendix 3

### **Accident and Incident Report forms:**

All personnel are required to complete an Accident or Incident Report Form as deemed necessary (available in school office).

Sample attached – Appendix 4

### **Students returning to school with injury sustained outside of school:**

Parents/guardians of students returning to school will be required to complete form Med 3 in student journal detailing where and how the injury was sustained, what medical action has taken place, what, if any, limitations the injury will have on the students participation in school, and what further medical requirements will be necessary.

On completion of Med 3, the Principal/Deputy Principal/Year Head will meet with parent and student to discuss mobility issues, care of bandaging and casts, and the taking of, if relevant, prescribed medication in relation to the injury. Following consultation with parents/guardians and when it is deemed appropriate, medication may be stored/held in the school office and administered as agreed.

Sample attached – Appendix 5

### **Welfare:**

It is the role of all staff to be mindful of the welfare of all members of our school community. The pastoral care system is supportive and caring for all students. The pastoral care teacher is supported

by Year Heads, teachers, and Guidance Counsellor. Subjects across the curriculum such as Religion, SPHE, CSPE support the school's promotion of mindfulness and wellbeing.

There is an annual wellbeing week in the school calendar which involves guest speakers and workshops for all students.

Student Cairdeas and buddy systems assist younger students to make the transition from primary school to secondary school. New and transferring students into other years are also teamed up with a buddy to assist them in their transition.

Conscious of various difficulties that families experience at different times:

- the school community offers support to parents and guardians via its open door policy
- staff are available to offer advice and support as needed
- In all instances Scoil Pól adheres to Child Protection Policy
- When appropriate, the DLP may contact outside support agencies to assist families in need
- The School Book support scheme is offered to those that may need support

## **Arrangements to protect all members of the school community:**

### **Controls:**

The safety audit recommends remedies for hazards observed. Where hazards cannot be removed, controls will be recommended to reduce the risk to an acceptable level.

### **Fire Control:**

- Check fire extinguishers – annually
- Fire Drills – minimum one per term
- Exits – labelled and checked biannually
- Alarm – serviced regularly
- Smoke detectors – serviced regularly

### **First Aid Training:**

First Aid training will be provided to all staff at regular intervals. A 'First Responder' team comprising of all Special Needs Assistants will receive additional training

### **Personal Protection Equipment (PPE):**

PPE is used to reduce the risks to an acceptable level. All members of the school community are directed to wear PPE during applicable activity within the school environment.

### **Statutory Records:**

Records of safety audits, inspections, testing and accident reporting are maintained by the school office.

## **Roles and Responsibilities:**

### Board of Management:

- To ensure that there is an up to date safety statement in Scoil Pól
- To ensure that the policy is drafted and implemented in full throughout the school by management and the health and safety committee
- To review and evaluate the statement and policy at regular intervals
- To ensure that health, safety and welfare is an agenda item for all Board of Management meetings

### School Management and Staff:

Scoil Pól advises each staff member to read and familiarise themselves with the Policy and to adhere to it.

- All staff have a Duty of Care in providing a safe environment for the school community and must report to management any health, safety welfare issues that are/may be a cause of concern
- It is the responsibility of Management to act as speedily as possible to remedy such issues, and where necessary, to provide appropriate safety controls
- It is the responsibility of all staff to implement the Safety Policy in full
- It is the responsibility of all staff to ensure that all students conform to the code of discipline in Scoil Pól.

### Students:

- All students must sign and conform to the school's Code of Discipline in the interests of health and safety in Scoil Pól
- Students shall inform staff of any health and safety issues that may be of concern

### Parents and the wider community:

- All parents/guardians are required to conform with the school's Health, Safety and Welfare policy and to support the School's Code of Discipline
- All Parents/Guardians shall report to the school office/management any health, safety and welfare issues that may cause them concern

## **Implementation:**

It is the responsibility of all members of the school community, both permanent and temporary, through their duty of care, to implement this policy to the best of their ability.

## Monitoring Procedures:

- Board of Management
- School Management
- Health and Safety sub committee
- Health and Safety Representative
- SDP group
- All members of the school community

All issues under Health, Safety and Welfare are constantly monitored. Should an issue arise, it is dealt with as expediently as possible.

## Review Procedures:

- Annual safety audit in May is carried out by all departments
- Assessment of audit from departments by SDP group, Health and Safety committee and Representative/Officer
- Changes initiated as necessary
- Redraft of Policy
- Board of Management annual approval

## Addendum, August 2020

In accordance with guidelines from the DES and HSE, a Covid 19 Response Plan has been developed and adopted to enable reopening of Scoil Pól.

The document focuses on the practical steps which the school will take to minimise the risk of infection. The Plan will require ongoing revisions and may involve adjustments to the existing Health and Safety policy in order to reflect further guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie) and [www.education.ie](http://www.education.ie)

Date of Ratification: \_\_\_\_\_

Chairperson of Board: \_\_\_\_\_

Next review date: \_\_\_\_\_

## Appendix 1:

**Hazard:** a hazard is an object, condition or practise that can cause an injury or loss. There is general recognition of many common hazards (electrical equipment, tools, wet stairwell, untidy floor, chemicals, etc). There is a need to recognise that unsafe working is equally hazardous and can cause serious injury and loss. This includes poor lifting, mishandling of tools and chemicals, failure to wear protective equipment, etc.

**Safety Audit:** A safety audit is a systematic and critical examination of the school environs for the purpose of identifying hazards, assessing the risk and recommending controls of the hazard where appropriate. Safety audits (external/internal) may be initiated as deemed necessary. Any recommendations from such audits will be considered for implementation.

### Hazard Identification and Risk Assessment Sheet:

To be completed, reviewed and submitted to the Health and Safety Committee of the Board of Management.

#### Risk: -- appendix

The risk of a hazard is the measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. When the safety audit identifies hazards on the Hazard Identification and Risk Assessment sheet it is necessary to rank them according to the categories below:

##### *HIGH (H):*

- Possibility of fatality, serious injury or significant loss, possibility of minor injury to a number of people. Violation of statutory regulation. Immediate control is necessary.

##### *MEDIUM (M):*

- Unlikely though conceivable possibility of fatality, serious injury or significant material loss. Possibility of minor injury to a small number of people. Control can be accommodated.

##### *LOW (L):*

- Injury or material loss unlikely though conceivable. Control can be deferred.

## **Appendix 2:**

### **Sample**

**<https://www.hse.gov.uk/risk/classroom-checklist.pdf>**

**[https://www.hsa.ie/eng/Education/Managing\\_Safety\\_and\\_Health\\_in\\_Schools/Interactive\\_Risk\\_Assessments\\_-\\_Post-Primary\\_under\\_review/](https://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Interactive_Risk_Assessments_-_Post-Primary_under_review/)**



## Appendix 3:

### Risk Assessment for School Outings

Activity: \_\_\_\_\_

Class: \_\_\_\_\_

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

Teacher(s): \_\_\_\_\_

Hazard Identified <sup>1</sup>	Nature of risk <sup>2</sup>	Risk rating <sup>3</sup>	Who is at risk	Control measures to reduce risk

Additional control measures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student participation in this outing is at the discretion of the school.

The above risk assessment was completed, having given due consideration to identification of possible hazards/risks, but the listings are not exhaustive.

Signature of teacher: \_\_\_\_\_

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

<sup>1</sup>A hazard is anything that has the potential to cause harm or is an inherent danger to people or property, eg. Schoolbags on floor, broken glass, wet weather, etc

<sup>2</sup>A risk is the likelihood of a hazard causing harm in practise, if proper precautions are taken and rules are followed, eg. Cut, burn, flammable, getting wet, fall/slip/trip.

<sup>3</sup>Risk rating = likelihood x severity of injury or loss

Risk can be High(H), Medium(M), Low(L)

High – a possibility of: fatality, serious injury or significant material loss, possibility of minor injury to a large number of people. Immediate control is necessary.

Medium – Unlikely through conceivable possibility of: fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.

Low - Injury or material loss unlikely though conceivable.

A risk assessment should identify and list hazards associated with the following categories in order to provide systematic, though not exhaustive checklists:

Human Organisational, Physical, Others.

Human factors to be considered:

- Level of competence of student and teacher
- Type of student – first year or sixth year, behavioural level
- Vulnerable students – pregnant, asthmatic, special needs, etc.

Organisational factors to be considered:

- Number of students in class
- Number of adults supervising the activity
- School rules

Physical factors to be considered:

- Electrical, fire, heat
- Needle stick
- Glass
- Manual handling
- Slip/trip/getting wet/sunburn

Other possible factors to be considered:

- Anything likely to cause severe human disease
- Any activity that may require the use of chemicals

When conducting a risk assessment for each activity teachers and students should:

- Identify the hazards associated with the activity
- Rate the risk as High, Medium or Low
- Identify those who are at risk
- With consultation, decide on the control measures to be used to reduce risks to low level or to eliminate them
- Record the control measures
- Implement the control measures
- Record any emergency action that may be required
- Review the risk assessment regularly

Special reference should be made to the following:

- The number of students doing the activity
- Materials/equipment being used
- The age, experience, level of competency and skill of the students
- The vulnerability of students – pregnant, asthmatic, special needs, etc
- The general conduct of the students
- The suitability of the venue for the activity
- The rules and general safety measures already decided in the school
- The level of exposure to each hazard, precautions and controls.

*Ensure that the students are consulted and that they understand the control procedures and emergency actions involved and record them.*

## Appendix 4:

# Accident Report Form

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

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Accident Details:

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Action Taken:

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Follow up action:

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Signature of Teacher: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature(s) Witness (es): \_\_\_\_\_

\_\_\_\_\_

## Appendix 4:

# Incident Report Form

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

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Accident Details:

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Action Taken:

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Follow up action:

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Signature of Teacher: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature(s) Witness (es): \_\_\_\_\_

\_\_\_\_\_

## Appendix 5

### Med 3 – Students returning to school with injury sustained outside school

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

Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Injury details:

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Details of how injury occurred:

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Medical attention received:

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Limitations in school resulting from injury:

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Details of medication/future treatment:

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Signature Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature School: \_\_\_\_\_ Date: \_\_\_\_\_