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*Bord Oideachais &
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Broadmeadow Community

National School,

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Roll Number: 20529J

HEALTH AND SAFETY POLICY

BROADMEADOW COMMUNITY

NATIONAL SCHOOL



2023/2024

Principal: Miss J. Robinson

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Health and Safety Policy.

Introduction

The Safety, Health and Welfare at Work Act, 2005 aims to make Broadmeadow Community National School a safe and healthy environment for all. The Act covers all persons at the school and it requires, in so far as is reasonably practicable, that the Board of Management will protect the safety, health and welfare of everyone who works at the school. The Board will provide and maintain, in so far as is reasonably practicable, a safe place of work and safe systems, and will provide the staff and ancillary employees with information and training to ensure their health and safety. Specifically, the Board has produced a written Safety Statement outlined in this policy which specifies the manner in which the safety and health of staff, children and ancillary staff will be secured.

Broadmeadow CNS will strive to provide safe equipment for both its staff and pupils. Equipment will be appropriately certified, maintained to a high standard and disposed of if it poses a safety risk. All equipment will be stored correctly and maintained by qualified staff or outside agencies where required. Staff will receive appropriate training to ensure that all Health and Safety Regulations are met and a record of training will be kept on file.

Health and Safety is the responsibility of all to play a part. All have a duty of care and a responsibility to act upon and report issues.

THE SCHOOL MANAGEMENT TEAM RECOGNISES THAT ITS STATUTORY OBLIGATIONS UNDER LEGISLATION EXTEND TO EMPLOYEES, STUDENTS, AND ANY PERSON LEGITIMATELY CONDUCTING SCHOOL BUSINESS AND THE PUBLIC.

Responsibility

Board of Management

The Board of Management has overall responsibility for the health and safety of all who enter Broadmeadow CNS. This includes the use of the school building during and after school hours. The Board of Management will ensure that all policies and safety statements are kept up to date and relevant. It will ensure that an annual risk assessment is complete to a high standard and ensure that an issues highlighted are actioned. The Board of Management will provide sufficient resources to ensure the health and safety within the school and that adequate insurance for the school is in place. The Board of Management will appoint a minimum of one competent member of staff to take on the role of Health and Safety Officer in order to comply with legislation. This may be an external expert, but will not be school Principal or Teachers' Representative on the Board of Management.

Responsibilities for all include;

- Completion of annual Health and Safety Audits and linking in with staff safety representative.
- Planning and producing Health and Safety Statement in conjunction with staff

safety representative.

- Conducting risk assessments and identifying risks and planning for the management of these.
- Organisation and completion of all required paper based documentation in relation to the Health and Safety Policy.
- To consult with Staff in the preparation and completion of the Health and Safety Statement.
- To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies)
- To ensure that additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all Staff as it become available.
- To ensure that a high level of required communication in relation to Health and Safety is adhered to by all involved in the school community.

Staff, Volunteers and Trainee Staff

It is the duty of every employee while at work to abide by the following to ensure the highest level of Health and Safety for all;

- Follow all Health and Safety regulations and comply fully.
- Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.
- Not to be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.
- Do not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate any reasonable assessment required by his or her employer or as may be prescribed in Regulations.
- Taking account of the Training and Instructions given by the employer, correct use of any article or substance and protective.
- To monitor and evaluate cleaning and hygiene within the school and external environment.
- To ensure waste bins, sanitary bins have been collected.
- To report to the School Management without reasonable delay, any defects in plant, equipment, place off work, or systems 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.
 - All those who enter the building will ensure they abide by all Health and Safety guidance to ensure the highest level of safety of all at all times.
 - Complete and engage in the completion of class and whole school risk assessments, audits.
 - Engage in all Health, Safety and Hygiene needs as required and directed by the Principal.
 - Report Health and Safety issues as soon as they become aware to the relevant person/people.
 - To attend staff meetings and training/report Health and Safety issues and log them within this meeting if needed.

Classroom Safety

School begins at 8.40 a.m. and as of this time once a child has entered school, school staff are primarily responsible for the child's health, safety and welfare. Children are supervised throughout the school day by their class teachers and/or colleagues. If class teachers are absent, a substitute teacher may be called in as per DES regulations in relation to sick leave or other leave; and/or children may be divided up between the other classes for the school day. Substitute staff must conduct the class roll before splitting children or when remaining in class with them. In cases of longer absences, substitute or temporary teachers may be engaged. On occasion, a teacher may have to leave the classroom for a short period of time. If so, he or she will ensure that a colleague will provide temporary supervision cover.

Sometimes children may be allowed to leave their classrooms for limited periods of time, normally in pairs, to undertake specific errands. During break times, a class teacher will ordinarily supervise the school yard. Minor cuts and bruises will be dealt with as per the section on First Aid below. Incidents or accidents will be recorded on the school Aladdin system, and reported to parents and/or Principal if necessary. If the weather is inclement, children will remain in their classrooms for quiet activities. Class teachers are responsible for taking particular care and anticipating potential causes of injury whilst the children are working indoors at these times.

Junior and Senior Infants children end school at 1.20 p.m. It is the responsibility of the class teacher or colleague covering in the absence of a teacher to safely hand over each child to the parent(s) or to the person who has been designated by the parents and is listed on the school form, a copy of which will be in the possession of each class teacher. It is the responsibility of the Parent/Guardian to ensure this list is kept up to date.

It is the responsibility of those within the classroom/school environment to ensure the classroom is safe to enter each morning and raise any issues with immediate effect

to the Principal. This also includes the health and hygiene of the classroom of which is both a learning and work environment.

Parental/Visitors Responsibility

At Broadmeadow CNS we take our partnerships with Parents/Guardians very seriously. Parents and guardians are requested to cooperate with the Board of Management and others to ensure that health and safety law in general and this policy in particular are implemented. Parents/Guardians have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions at all times. We ask for all parents to abide by the school rules at all times and to ensure that children are doing so too. Children can enter the school at 8.40 a.m.

- Parents and guardians must take specific responsibility for their children, especially young children, accompanying them in the school until they are within the care of the class teacher at 8.40am each day.
- Parents and guardians who are directly or indirectly involved with any meetings, events, extracurricular activities etc. are required to adhere to any health and safety regulations set out for these activities.
- All visitors must be wearing a visitor badge when within school and must have signed in at the main office before entering the building.
- Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board of Management.
- Parents and guardians are also entitled to receive information on, and be consulted on, this document.
- Parents are responsible for informing the school of any injuries outside of school in line with Appendix B. The 'Return to school with an Injury Plan' document will support a safe transition back to school.

Role of the Pupil

All pupils play a vital part in the Health and Safety of themselves and others at Broadmeadow CNS. Pupils will be advised of any relevant health and safety procedures in an age-appropriate way.

- Pupils will be given opportunities to learn and practice these procedures on a regular basis and will be encouraged to be vigilant in safeguarding their own and others health and safety, and will be required to comply with the staff and Board of Management in implementing these.
- Pupils will form a Health and Safety committee, Green Schools Committee and School Council Committee with a member of the school staff.
- All committees formed will further embed Health and Safety at a pupil level through interaction and engagement.

Covid-19

The *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Broadmeadow CNS. Please see the full Covid-19 Statement and Response plan for further details. All protocol is outlined in the school Covid-19 Folder and all staff have a responsibility to familiarise themselves with all documentation related to this.

Access to School

At Broadmeadow CNS we make every effort to ensure that access to and from school meets all Health and Safety requirements and needs. All access areas and fire exits will remain clear. Access for all levels of mobility will be made available.

School Grounds

The building and grounds currently occupied by Broadmeadow CNS will be maintained on an on-going basis as best as is reasonably possible during this interim by Swords Community College. High levels of hygiene will be observed, including regular cleaning and collection of litter and recycling. High stock levels of all essential materials such as soap, toilet roll and paper towels will be managed. Appropriate attention will be given to the design and use of work stations and audio-visual displays including computer screens and interactive whiteboards. All surfaces will be kept as clear as possible to minimise clutter. Smoking will not be allowed anywhere in the school and its grounds. Any hazards found will be recorded and passes to the relevant staff member to be actioned.

Animals

No animals are allowed on the school grounds unless required as an assistance animal e.g. guide dog or guided for educational purposes.

Collection and Drop-Off

- School ends at 1.20pm for Junior Infants and all children must be collected from their designated area at 1.20pm (or earlier in the case of early closure). This information will be provided to all Parents/Guardians. The school will keep a record of other people, e.g. relatives or after-school employees, who have permission from parents/guardians to pick up the children after school. (See Appendix A 'School Collection Form')

- If pupils need to leave school early (for example, for a dental appointment), the parents or guardians must make every effort to notify the school in advance and provide a written note or copy of appointment letters to be kept on file.
- In the event of a person collecting that is not the main carer then the Parent/Guardian must grant written permission prior to the collection. In the event of an emergency situation, the school office may be contacted by telephone). All pupils must be signed out by a member of staff if they are leaving school early.
- Supervision will begin at 8.35am and 2.15am each day by in school management or staff in line or seniority. This does not form permission to leave children unattended at this time.

Illness, First Aid and Medicine

Parents and guardians are required, when they are enrolling their child in the school in the first instance, to indicate on the school Registration Form whether their child suffers from any allergies, medical conditions or physical needs, and, if so, to thereafter complete a form listing any long-term allergies/illnesses from which their children suffer (this includes any plaster allergies or similar). This will also include information about what can and cannot be done in an emergency situation. Copies of these forms (See Administration of Medicine Policy) will be kept on file in the relevant class and a copy with the Principal in the school office. A medical information display will also be maintained in the staff room and updated as required. All staff are also requested to provide any up to date information. Appropriate provisions will be made for any person who takes ill in school, including taking the individual to the doctor or hospital if deemed necessary.

Communicable Infection

Parents will be informed via text, email or letter through Aladdin of any communicable infection within the school that may pose risk.

First Aid

At Broadmeadow CNS First aid is of the utmost importance to all of our pupils, staff and visitors. The school accepts that it needs a minimum of one occupational first aider, whose certification is renewed every two years and to be on site is required. All certificates are kept on personal record in the school office. In the absence of such a person, another member of staff will make every effort to attend to an injured person. If the school feel that the injury requires a call home, a telephone call will be made. In some minor cases, injury slips will be sent home with the pupil to highlight that some form of injury may have been had. First aid boxes are kept in central locations for access by all as required. The first aid box is stocked regularly and a tracking sheet is kept.

Medicine and Administration

Medication for a child is kept in a secure and clearly visible location in the child's classroom. All medication that can be administered in school **must** clearly show a label from a doctor as prescribed medication. Asthma inhalers for children from second to sixth class will be kept in their own bags. Children will be encouraged to administer medication where possible, supported by an adult. In some cases with young children, more support may be required. Parents and guardians of children requiring medication will need to fill in a form. They will also be required to complete an indemnity form in respect of any liability that may arise from the administration of medication.

It is the responsibility of the parent/guardian to ensure that all correct levels of medication, medication and storage are adhered to. The child's parent/guardian will be informed on the same day that medication has been administered. (See Administration of Medicine Policy for further details)

A written record of the date and time of administration will be filled out by the teacher and put in the child's class medical file on the same day (with the exception of asthma inhalers).

Broadmeadow CNS take no liability in relation to administration of medicine. We will support parents/guardians but we do advise where possible that medication is given away from school or by a parent/guardian within the school day.

Emergency Procedure

Emergency Exit Information

All information in relation to emergency exits, space to gather outside of the school building and protocol is clearly marked on a laminated card 'Fire Emergency Procedure' located in each room within the school, situated on the wall by the door.

Fire Drill/Fire Extinguishers

A fire drill will be held at least once each term. The procedure in the event of a fire is for each class teacher to take the class list, get the children to the designated safety point and call the Roll to make sure all the children have safely exited. Staff will then report to the school Principal or SLT member in charge to inform of total numbers. A fire register will be maintained by the Staff Safety Representative that includes records of termly checks of means of escape routes, fire extinguishers and all fire drills. Any contractor completing hot work (including welding, soldering, use of blow lamps, blow torches and cutting equipment) must be qualified to do so, must have a hot works permit, must carry a fully charged fire extinguisher and must make a full check one hour after completion of the work. Fire extinguishers are located around the school building as per legislation and are safety checked in line with this.

Emergency Contact Information

All emergency contact details of the parents and guardians of all children in the school, as well as the next of kin of all staff, will be kept online on Aladdin. These will be updated regularly and a paper copy will be stored to use outside of the building if needed.

Exceptional Circumstance

In the event of exceptional circumstances, for instance, extreme weather conditions, disconnection of crucial services, death or critical incident or any other event that may event in a school closure, the following will be followed;

- The Principal will consult as soon as feasible with the Chairperson of the Board of Management to decide whether it is in the interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the Board of Management.
- Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (text-a-parent, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc.).

If school is open when an incident occurs, staff will remain on the premises until all children have been collected.

Additional school closures may be in line with the Department of Education regulations and updates and we will follow their guidance.

Exceptional closures will be kept to an absolute minimum.

Health and Safety Off Site

School Tours

We love that our children can learn away from the school site, however safety is taken very seriously during all excursions whether local or further afield. Wherever possible, a small number of parents and guardians will be asked to accompany school groups on excursions. The following steps are followed to ensure high levels of Health and Safety away from school;

- The lead teacher will keep in contact with the school throughout the school day where needed.
- All parental consent forms must be returned to school.
- Ratio of adult to child will meet legislation.
- Emergency contacts file and first aid kit will be taken on every tour.
- Only buses that have seat belts for all participants of the school excursion will be used and all passengers will be required to make use of these.

- Pupils are paired up for each excursion and must follow their teacher's orders at all times.
- Registers will be taken on school tours and additional checks will be made throughout the day.
- Specifically, in the case of swimming, teachers will inspect the changing rooms on arrival and children will be required to get ready for the pool quickly. They may not run and must not enter the pool until the instructor gives the go ahead. No shampoos, soaps, deodorants, body sprays or similar may be used.

Reporting Incidents

Our policy clearly outlines the recording process in relation to Health and Safety. However, we may at times need to report to the Health and Safety Authority.

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at www.hsa.ie or on the Incident Report Form (IR1).

- A death or 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. This applies to pupils in certain circumstances.
- If the pupil is injured as a result of work-related activity and requires medical treatment by a registered practitioner, this is reportable to the Health & Safety Authority.

Example 1: If a pupil is seriously injured when using materials during class, and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard this is not reportable.

Example 2: If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are considered to be a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable. The school must keep records of all accidents which occur for a period of 10 years.

This policy will be updated as required in line with legislation or where seen fit. Health and safety risk assessments will take place at least annually and sooner if circumstances require this.

Accident/Incidents Reports and Insurance

- An in school accident an incident report form has been designed to log and keep record of all accidents and incidents that may arise.
- All staff have access to a 'Trip and Fall/Safeguarding' folder located in each classroom. Master copies can also be found in the staffroom or requested from the Principal.
- It is the responsibility of the staff member who is dealing with the accident/incident to complete the form and inform others as required.
- If the accident or incident occurs on yard, a green yard book must also be

completed to log the behavior, the accident or the incident.

- Our restorative practice cards are also used on yard/class combined to reduce such incidents. (See behavior policy)
- Half termly- teachers to email all non urgent incident/accident forms to insurances@ddletb.ie and state the school name.

Steps to follow when reporting an Accident/Incident

- Attend to the injured party.
- Inform first aider.
- Call for additional support or 999.
- Call family if required. (visual bump, bruise etc.)
- Log the accident or incident as stated above- school form, green book.
- If third party such as nurse, doctor etc. will be needed then the IBP insurance form is to be completed immediately.
- Inform class teacher/Principal as required and provide copy of accident form to family.
- Complete IPB form using all details. (all staff personal details/addresses are then deleted when issued to IPB in line with GDPR)
- Provide school forms and IPB to Principal on the same day of the accident/incident.
- Complete IPB form with school address if you do not wish to add personal.
- Email IPB form and school accident/incident form together to insurances@ddletb.ie. (Completed by Principal or Deputy in absence of Principal)

Ratified on 02/10/23

Brigid Manton (Chairperson)

Jennifer Robinson (Principal)

Appendix A

Broadmeadow CNS School Collection Form

Name of Pupil:

I hereby grant permission for the following people to collect my child from Broadmeadow CNS. I am also aware that it is my responsibility to keep this record up to date.

Signed Parent/Guardian:

Date:

Appendix B Return to School with an Injury Plan

The safety and well-being of our pupils are of utmost importance to us at Broadmeadow CNS. We understand that accidents and injuries can occur, and it is our priority to ensure a safe and supportive environment for your child's return to school after experiencing an injury. To facilitate this process, we have established the following Return to School with an Injury Plan.

1. Medical Certification from General Practitioner (GP)

Any pupil who has been injured and wishes to return to school must provide a letter from their General Practitioner (GP) confirming the following:

- The nature and extent of the injury.
- The date of the injury.
- A clear indication of whether the student is medically fit to return to school.
- Any specific accommodations or restrictions required during the recovery period.

2. Completed Risk Assessment

Upon receiving the GP's letter, the school will conduct a comprehensive risk assessment to ensure the safety and well-being of the pupil during their time at school.

The risk assessment will include an evaluation of the pupil's ability to move around the school safely, participate in physical activities (if applicable), and access necessary support services.

Any necessary accommodations or modifications to the pupil's schedule or activities will be determined based on the results of the risk assessment.

3. Accident/Injury Return to School Form

Upon receiving the risk assessment, the parents/guardians are requested to complete an Injury Return to School Form.

We will maintain open lines of communication with parents/guardians throughout the process, including discussing the GP's recommendations and any accommodations or restrictions.

Parents/guardians are encouraged to inform the school of any changes in their child's medical condition or needs as soon as possible.

Supportive Environment

We are committed to creating a supportive and inclusive environment for all pupils, including those returning to school after an injury.

Our staff will work closely with the pupil, parents/guardians and healthcare professionals to ensure that the pupil's needs are met and that they can continue to engage in their education as fully as possible.

Regular Review

The pupil's progress and condition will be regularly reviewed to determine if any adjustments to the Return to School with an Injury Plan are necessary.