

St Brendans BNS

Artane, Dublin 5



Learning for all, Respect for all



Health & Safety Policy
2025

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of St Brendans BNS recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of St Brendans BNS will ensure that the provision of the Safety Health and Welfare at Work Act, 2005 are adhered to.

A Health & Safety Officer may be established to monitor the implementation of the Safety and Health Policies of St Brendans BNS and to meet the requirement under the Safety, Health and Welfare at Work Act, 2005.

Duties of Employees

It is the duty of every employee while at work:

- (a) 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.
- (b) 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.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or 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 or other means or thing provided in pursuance or any of the relevant statutory provisions or other- wise, for securing safety, health or welfare or persons arising out of work activities.

- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teachers responsibility. Cleaner to check when cleaning.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) Principal shall be responsible for fire drills and evacuation procedures.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

See Appendix 2 for Fire Drill Policy and Procedures

Drugs And Medication

It is the policy of the Board of Management of St Brendans BNS that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Welfare

To ensure the continued welfare of the staff and pupils, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a

First Aid

It is the policy of the Board of Management of St Brendans BNS that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g) savlon
- Eye lotion(e.g) Obtrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid

See Appendix 3 for First Aid Policy and Procedures

Access To School

All persons entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. All contractors must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen

Pupils will be supervised by adult members of staff during morning break and lunch break periods. There is a rota for yard supervision displayed in the staff room. There is also a buddy system in place in the event of a staff member being absent. There are Junior and Senior Breaks which are as follows:
Small Break: 11:00-11:10
Lunch Break: 12.30 – 1:00

All classes exit through the fire doors at the rear of the building in to the yard. Senior Classes come down the stairs in single file, facing the yard and walk on the left-hand side while holding the bannister. Pupils will be supervised by Class Teachers and/or Principal ascending and descending stairs & to and from the yard. Rules regarding walking on stairs and staying on the left will be strictly enforced. The teacher on yard duty must ensure that the access gate to the bike gate is kept closed during break times. Pupils will be informed regularly of yard rules and regulations which will be rigorously enforced. If a child needs to go to the toilet they ask permission of a yard duty teacher before they go to the toilets. When yard time is finished the teacher on yard duty remains with classes until they have all been collected by the class teacher.

Wet Days

On wet days when the pupils do not go to the yard they will be supervised in their classroom by Teachers and Special Needs Assistants. Classroom doors will be kept open to allow for better supervision on these occasions. It is important to note that pupils are encouraged to remain seated during this time.

Inclement Weather

In the event of heavy snow, the school management will make every effort to remain open, however, in order to ensure this happens in a safe environment for pupils, Databiz text-alert service will be used to ask inform parents. The caretaker will ensure that all paths within the school grounds are salted. Pupils will be kept in if necessary when the yard is very icy.

Normal School Hours

Teachers are responsible for supervision of pupils during normal school working hours. Teachers who occasionally leave classrooms for short periods endeavour to arrange cover for their classes. When this is not possible teachers inform the Principal or Teacher in an adjoining room and leave the door open with the teacher in the other classroom providing adequate supervision. If a teacher has to leave the room for a longer period, then they must obtain cover from a member of the support team to supervise their class.

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. Any volunteers including parents must be garda vetted. Buses will be used for all other trips. Buses will have seat belts. In all cases written/verbal 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. Procedures and protocols are regularly put in place for school tours to ensure staff and those assisting staff remain with the group at all times, that schedules are adhered to, assistants

- 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 will take responsibility for First Aid boxes, filling them and replacing used items etc.

There is one First Aid Kit in box beside Principal's office.

There is one First Aid Kit specifically for use in the Playground, it is the first aid yard foyer.

There is a travel first aid kit available for school outings.

Kits should always be returned after use.

If any kits need equipment replaced, please let the office know as soon as possible.

Ice-packs are available in the freezer in the staffroom. They are returned to the staffroom immediately after use to ensure an adequate supply.

See Appendix 3 for Emergency Procedures

Infection

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

Long Term Chronic Health Conditions & Life Threatening Conditions

Parents must make Staff at St Brendans BNS aware of any medical condition and particularly long term chronic health conditions. The board of management requires details of medical conditions and care needs to ensure the proper Health and Safety of these pupils. Examples include food or insect sting allergies/ diabetes/ epilepsy/ seizures/asthma etc.

THIS INFORMATION IS CONFIDENTIAL AND IS TO BE USED ONLY BY THE STAFF AT ST BRENDANS BNS.

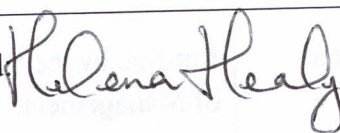
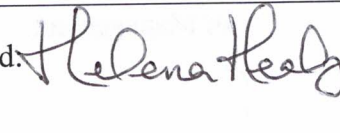
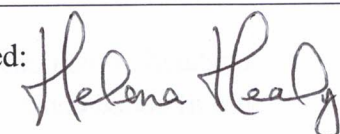
Administration of Medication to Pupils

As a general rule, school staff SHOULD NOT be involved in the administration of medication to pupils. In exceptional circumstances, where a Teacher/Special Needs Assistant agrees to become involved in the administration of medication an agreement is reached between parents, staff and school management to ensure correct and proper procedures are followed. Parents must request permission from the BOM for any administration of Medicine in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.

Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of St Brendans BNS in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

4th Version	Ratified by the Board of Management: Covid 19 Logistics plan and risk assessments 23.06.2020	Signed:  Chairperson, Board of Management	25th of November 2020
5th Version	Ratified by the Board of Management: Covid 19 Logistics plan and risk assessments 23.06.2020	Signed:  Chairperson, Board of Management	25th of November 2020
6th Version	Ratified by the Board of Management: Review of Covid 19 Protocols	Signed:  Chairperson, Board of Management	25th of November 2021
7th Version	Ratified by the Board of Management: Covid 19 Logistics plan and risk assessments 23.06.2020	Signed: Chairperson, Board of Management	16th of December 2022

Appendix 1

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles and Burco
10. Boiler house
11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out

To minimise these dangers, the following safety/ protective measures must be adhered to (see duties of employee pages 3-4 of this document).:

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.

Appendix 2: Fire Drill & Evacuation Policy and Procedures:

Here at St Brendans BNS we aim 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 yearly.

Fire drills will be planned and timed.

Fire drills will be held once a term.

Records of each fire drill are kept and any problems are recorded on our Fire notice book at office.

On Discovering a Fire

- If the fire is small i.e. a small fire in a bin, common sense will prevail.
 - If the fire is a serious one, the following procedures are followed:
 - Alert office who will dial 112 and ask for Fire Brigade.
 - Activate alarm.
 - The Secretary /Principal brings a mobile phone out to the assembly point.
 - Children immediately stop what they are doing, stand up, push in chairs and line up quietly.
 - Teachers make sure that there are no children in the toilets.
 - Children who are out of their class join the nearest evacuating class and then join their own class at the assembly point.
 - Teacher closes doors and windows to stop fire spreading.
 - Teachers bring laminated class list out with them.
 - Exit by the nearest escape route.
 - Walk to the designated assembly point, children remain silent.
 - All children are then accounted for using the number roll call procedure.
- Teachers raise green card to show principal & deputy that all children in their class are accounted for.
- All visitors are accounted for using the sign in sheet.
 - No one must return to the building until the 'all-clear' is given at which point the alarm is deactivated at the end of the drill. Return to rooms should be quiet and unhurried.

Points to Remember

- Pupils must not take personal property, such as bags, coats etc. to the assembly points during the evacuation.
- Teachers will take emergency medication with them during evacuation.
- Visitors must sign in at office so that in the event of a fire or an emergency in the school, it can be ascertained that they have evacuated the building.
- All ancillary staff, parents and visitors must also exit immediately to the nearest exit upon hearing the alarm.
- Ensure that the class register is up to date and easily accessible.
- Special care should be given to the children with any additional needs.
- The officer in charge of the fire brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated.
- While at the assembly point, all staff and pupils should obey the instructions of the Health and Safety Officer.
- Do not endanger yourself.

Accident / Incident Report Form

Date / / Morning Break ☐ Lunch ☐ Other ☐

Report Completed By:

Pupil Name: Year / Class:

Nature of Injury

Abrasion ☐
Bruise ☐
Burn ☐
Concussion (Suspected) ☐

Faint ☐
Nosebleed ☐
Seizure ☐
Sprain ☐

Strain ☐
Swelling ☐
Wound ☐
Other: ☐

Body Part Injured

Head ☐
Eye ☐
Ear ☐
Nose ☐
Face ☐
Teeth ☐

Back ☐
Chest ☐
Leg ☐
Knee ☐
Ankle ☐
Foot ☐

Shoulder ☐
Arm ☐
Wrist ☐
Hand ☐
Finger(s) ☐
Other: ☐

Description of Accident/Incident

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Witness(es) (if applicable):

Action Taken

24901

First Aid Administered: Yes ☐ No ☐ (If Yes, give details below)

Emergency Services Contacted: Yes ☐ No ☐

Parent/Guardian Notified: Yes ☐ No ☐ Name:

Teacher/Principal Signature(s): Date:

Appendix 5: Classroom Checklist:

Completed by: _____

Indoors inspection item:	
Risk	Y/N
Is all furniture positioned safely?	
Are all cupboards, whiteboards and display units stable?	
Is the furniture free from sharp edges and corners?	
Is the furniture in good condition?	
Are shelf mountings secure?	
Are items stacked safely on shelves?	
Are all computer cables tidied safely (i.e. not a trip hazard)?	
Are students bags and personal belongings stored safely?	
Are spills dealt with immediately?	
Is there a well-stocked first aid kit available?	
Are sockets used appropriately (i.e. not overloaded)?	
Are the window cords in working order?	
Have you read the Health and Safety Policy?	
Do you know the Fire Drill and Evacuation Policy?	
Do you know the First Aid Policy?	
Is all furniture positioned safely?	
Are all cupboards, whiteboards and display units stable?	
Is the furniture free from sharp edges and corners?	
Is the furniture in good condition?	
Are shelf mountings secure?	
Are items stacked safely on shelves?	
Are all computer cables tidied safely (i.e. not a trip hazard)?	
Are students bags and personal belongings stored safely?	
Are all walkways and aisles clear?	

Staff room is large enough for staff numbers, is clean and has adequate storage facilities	
All stairs are fitted with sound rails	
All stairwells are adequately lit	
All steps and surfaces are in good condition and not slippery	
The lift is serviced regularly and in good working condition	
All doors and windows are in good condition and don't have broken latches or hinges	
General building	
The heating system is serviced regularly and maintained in good order	
The electrical isolating switches are marked, well sited, accessible and known to staff	
Staff are familiar with the Health and Safety Policy including Fire Drills and First Aid Procedures	
Yard Area	
All sports equipment is secured and stored so as not to cause a hazard	
Outside lighting works and is sufficient	
All car and bicycle parking facilities are safe	
All sports equipment is secured and stored so as not to cause a hazard	