

SCOIL BHRÍDE (Cailíní)

HEALTH AND SAFETY POLICY

SAFETY, HEALTH AND WELFARE AT WORK ACT, 1989

Summary

The Safety, Health and Welfare at Work Act, 1989 became effective on 1st November, 1989.

The main purpose of the Act is to make all work places safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The Act covers all persons at work — employers, employees, and the self employed and it requires in so far as is reasonable practicable that employers should protect the safety, health and welfare of all who work for them.

Employer must provide and maintain in so far as is reasonably practicable safe places of work, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically, employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Board of Management and staff of Scoil Bhríde (Cailíní) have selected a person who acts as Safety Representative. This person has certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on the Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their production and to report to the employer any dangerous work situation they may encounter.

The National Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

Statement of General Policy

The Board of Management of Scoil Bhríde (Cailíní) recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989.

This Safety Statement sets out the Safety Policy of the Board of Management of Scoil Bhríde (Cailíní) and sets out the means to achieve that Policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in the light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. The inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and illhealth.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Scoil Bhríde Girls' School

The members of the Board of Management of Scoil Bhríde Girls' School are:

Chairperson: Peter Fitzpatrick

Secretary: Paula Dargan

Treasurer: Zoya Klymentyeva

Other Board Members: Ciara O' Shaughnessy, Kay Whyte, Marie Norton, Helen Patton, JK Onwumereh

Designated Safety Representative: Mrs. Anne McKeon, Deputy Principal

The Board of management will ensure that, in so far as is practicable, the highest standards of safety, shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work.
- The provision and revision as necessary of adequate plans to be followed in emergencies e.g. Fire drill, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- The continuing updating of the Safety Statement.
- The provision of arrangements for consultation with employees on matters of Health and Safety.
- The provision of arrangements for the selection from amongst its employees of a representative.

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

The Board of Management of Scoil Bhríde Girls' School undertakes to ensure that the provision of the safety, Health and Welfare at Work Act 1989 are adhered to.

Duties of Employees

It is the duty of every employee while at work:

- 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.
- 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.

- 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 use alone or for use by him / her in common with others) for securing his / her safety, health or welfare at work.
- To report to the Board of Management without unreasonable delay, any defects in , 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 of any of the relevant statutory provisions or other wise, for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the Policy of the Board of Management of Scoil Bhríde Girls' School:

- To consult with staff in preparation and completion of the Health and Safety Statement.
- To give a copy of the Safety Statement to all present and future staff.
- That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

HAZARDS

Specific Hazards

1. Fire

It is the policy of the Board of Management of Scoil Bhríde Girls' School that:

- There is an adequate supply of fire extinguishers which will deal with any type of fire
- All fire equipment is indemnified and regularly serviced

- Fire Drills take place once a term
- Signs will be clearly visible to ensure visitors are aware of exit doors
- An assembly area is designated outside the building in the main yard
- Exit signs are clearly marked
- The school and equipment have been checked by a Fire Officer. At present **AA FIRE PREVENTATION (Tel 01- 4628300)** out all fire related work.

CONSTANT HAZARDS

1. Machinery, kitchen equipment and Electrical Appliances:

It is the policy of the Board of Management of Scoil Bhríde Girls' School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the Policy of the Board of Management of Scoil Bhríde Girls' School that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precaution for their use. They shall be kept in a locked area and protection should be used when handling them.

3. Drugs / Medication

The Board of Management of Scoil Bhríde Girls' School accepts that 'no teacher can be required to administer medicine or drugs to pupils'

(See Appendix I for the school's policy in regard to the standard practice of administration of medication to pupils.)

4. Highly Polished Floors

It is the Policy of the Board of Management of Scoil Bhríde Girls' School that:

Washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping.

5. Code of Discipline

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

6. Covid-19 Response Plan

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Scoil Bhríde Cailíní to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The school's Covid-19 Response Plan includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Scoil Bhríde Cailíní in line with requirements of section 20 of the 2005 Act.

7. Access to employees is by consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

8. Trained First Aid Personnel

It is the Policy of the Board of Management of Scoil Bhríde Girls' School that:

- An employee will be trained to apply First Aid to other employees
- All required remedies and equipment are made available for first aid function
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

▼ Plasters	First Aid Box for adults
▼ Tape	First Aid Kit for Sports
	(2)
▼ Cotton Bandage	Ice Packs
▼ Scissors	Cream to treat stings
▼ First Aid Chart	

Disposable gloves are used at all times when administering First Aid

Updated October 2012

Reviewed: June 2016

Reviewed and ratified by BOM on 18th August 2020

Signed:

Peter Fitzpatrick

Chaorperson BOM

Signed:
Paula Dargan
Principal