



Health & Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. This policy requires the co-operation of all employees.

- The Board of Management of St. Paul's wishes undertakes to ensure that as far, as is reasonably practicable the provisions of the safety, Health and welfare at Work Act 1989 are adhered to.
- 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 their health and safety at work.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management of St. Paul's recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.
- Employees shall be consulted on matters of health and safety. The Board of Management will continually revise this statement as necessity arises.
- Staff meeting is scheduled for each Wednesday of school year which provides the opportunity to raise issues relevant under health and safety and other areas.

Duties of Employees and Staff

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 maybe 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. Employees and staff 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 St. Paul's to consult with staff in preparation of this statement. It is also the policy to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.

Hazards

Hazards shall be divided into two categories. Those, which can be rectified, will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.



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

- Fire exits
- Gates to bins
- Trailing leads
- Electrical equipment
- Fuse Board/ Boxes
- Electric kettles/ Burco
- Protruding units and fittings
- Mats
- Windows opening out
- Knives
- Steps and ramps
- Home Ec. room
- Woodwork Rooms
- Computer Room / Computers
- Bus Transport, Extracurricular activities e.g. trips out, tours, etc.
- Football hall
- Swimming Pool
- Pupils' bikes
- Refuse
- Pupils going for messages
- People calling to school for pupils
- Front door
- Office/files
- Glass/Scissors/other items of danger in classroom
- Recreation area

To minimise these dangers the following safety/protective measures must be adhered to:

- All electrical equipment shall be left unplugged when the building is empty during school holiday periods. Teachers are responsible for their own classroom. The Principal/ Community Worker, as appropriate, is responsible for their office. The Bean an Tí is responsible for the kitchen. General areas are all staff's responsibility. Cleaner to check when cleaning.
- 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. HACCP training and procedures followed by Bean/Fear an Tí.
- Refuse is to be removed from building each day and is to be carefully stored outside.
- It is the policy of the Board of Management of St. Paul's that equipment, 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.
- Unplug leads of appliances when not in use for long periods of time.
- All chemicals, detergents to be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area (store room), and protection provided to be used when handling them. Small quantity may be left in kitchen area for daily use but must be kept in storage out of sight.
- It is the policy of the Board of Management of St. Paul's that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted in a manner to eliminate as far as possible, the danger of slipping.
- During Art/ Craft, Home Ec., Woodwork or other class activities all tools, scissors, knives, etc. must be counted before given out and when returned. These should also be stored in a safe unit. Pupils should also be supervised closely at all times when using such items.



- In the kitchen area sharp knives must be stored in drawer out of sight of pupils, staff only to use sharp knives for cutting fruit etc. Supervised use by pupils of sharp knives may be needed during Home Economics.
- During breaks and mealtimes in kitchen, in so far as possible pupils must stay seated and staff to serve.
- All staff available must be aware of the need to adequately supervise the recreation area and the kitchen during morning activities and break times.
- Pool at mornings must be adequately supervised, (further details of supervision requirements stated elsewhere in the policy) and cues and balls to be counted and stored in the press in rec area.
- Pupils' bikes to be kept at bike rack, locks are provided.
- The front door is under a maglock system and all staff to have a fob to it. Staff is also required to ensure that the front door locks on exiting the school building at all times.
- No pupils must be allowed outside the school building unless supervised by a staff member.
- A fully equipped first aid box must be at hand on all school trips.
- Confidential files of pupils to be available to staff but must be stored in a filing unit in the office to which staff will have a key. This office must be locked at the end of each school day. Past pupils file must be stored in the strong room.
- Teachers must remove any potential hazards from classrooms if possible.

Fire Safety

Sequence

- . Alarm
- . Call the fire brigade
- . Evacuation
- . Assembly
- . Roll Call
- . Tackle the fire

Alarm

Anyone (pupil or staff), discovering an outbreak of fire should raise the alarm at once by the prearranged means.

The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once.

Evacuation

On hearing the alarm pupils should stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, should leave the classroom in single file. Classes should then proceed at a steady uniform pace to the place of assembly, the teacher following at the rear with the attendance register, closing the door of the classroom and all doors on the escape route which will not be used again. It may be that staff members do not hold the attendance registers at the time of the alarm, in which case it is essential that they should be taken to the assembly point as quickly as possible so that the accurate roll can be taken.



The assembly point for St. Paul's is the Football entrance gate behind the Group 3 and Woodwork 2 rooms.

The principal teacher, on hearing the alarm, should go at once to a predetermined and conspicuous position in the place of assembly and remain there until a report has been received from all sections.

No talking or laughing should be permitted during the evacuation in order that any instructions given may be heard. Overtaking should not be allowed.

Members of staff not in charge of pupils, on hearing the alarm, should go immediately to the assembly point.

With the exception of a search for missing persons, where feasible, no one must be allowed to re-enter a building to retrieve their clothing, books etc. until permission is given by the Fire Brigade or in the case of a drill, by the principal teacher.

Assembly

The Football entrance gates to the school grounds behind the Group 3 and Woodwork 2 rooms is the predetermined place of assembly. At the assembly point each individual class or group of persons should stand together.

Roll Call

Immediately the classes have gathered at the place of assembly, a roll call or count should be taken, if possibly from the registers, and each responsible person should report at once to the principal teacher "all present" or otherwise. If anyone is missing an immediate search by the staff should be made as far as is practicable, no place to which pupils have access being overlooked.

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.

New Intake

On a nominated day of a school term all new entrants, staff and pupils, should be conducted over all primary and secondary escape routes, shown the alarm points, where existing, and be instructed in the fire routine procedure.

Notices

Notices displaying instructions/ procedures to be followed in the case of a fire should be displayed in all rooms.

Fire Drills

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Fire drills should be held at least once per term. A record of all fire drills should be kept. It should include details of drills including date, time, weather conditions, time taken for evacuation, brief description of drill including any difficulties encountered, and any other relevant information. The Principal must address any difficulties encountered and rectify them if possible or outline procedures to minimise risk.

Attacking Fire

Circumstances will dictate whether fire-fighting operations should be attempted. The important thing to be remembered is that fire fighting must always be secondary to life safety. While small fires, can often be dealt with summarily, in the case of a sizeable fire, safe evacuation should be the primary concern.



Drugs and Medication

A drug can be defined as a chemical, which causes changes in the way the human body functions mentally, physically or emotionally. For the purpose of this policy we are concerned with drugs which have the power to change a previous mood and the way a person thinks about things and drugs or which the taker may become physically or more often psychologically dependent.

The school sees itself as having a role in the process of enabling students to increase control over and improve their health. We endeavour to promote the well-being of students by:

1. Providing a safe and healthy environment.
2. Promoting positive health behaviours.
3. Increasing knowledge about health.
4. Promoting the self-esteem and self-awareness of students.
5. Working in partnership with the parents and pupils.

To this end, in response to the encroaching drug culture in our society we feel the need to implement a comprehensive policy to address the problem of substance misuse focusing on:

1. Strategies for prevention of substance misuse problems i. e. S.P.H.E., Copping –On Programme and Home Economics Programme
2. Procedures for dealing with drug incidents in the school.
3. Guidelines and information for teachers to improve their response to the problem of substance misuse.

- *The school wishes to make clear that the primary role of substance misuse prevention rests with the parents.*

Prevention/Education:

It is accepted amongst educationalists that education about alcohol, tobacco and drugs is best carried out by teachers through the inclusion of S.P.H.E. in the curriculum. This S.P.H.E. Programme would also draw on the expertise available from the community i.e. Parents, Gardaí and HSE. In St. Paul's the pupils will be educated about issues surrounding drugs, smoking and alcohol through S.P.H.E., Copping –On Programme and Home Economics Programme

Smoking

It is the policy of the Board of Management of St. Paul's in full compliance with the Public Health (Tobacco) Act 2002 that the school building shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. The letter below outlines the Board's present policy regarding smoking:



Dear Parent/Guardian,

Your child has been smoking without permission in the school building. This is regarded as a serious breach of school health and safety regulations and the Public Health (Tobacco) Act 2002.

Please note that he/she must be sent home until you make contact with me to discuss the matter.

Yours sincerely,

David Carter,
Principal/ Director.

Alcohol

- The school is an alcohol free area.
- Staff and pupils will not be allowed to bring alcohol into the school or to consume alcohol in school or during any school activities.
- If a teacher is of the opinion that a student is under the influence of alcohol, he/she will immediately inform the Principal and consult on what action should be taken.
- Where a student comes to school under the influence of alcohol, their parents will be called in to take them home.
- Students breaking these rules will be dealt with according to the school's disciplinary procedure.

Illicit Drugs and Solvents

- Students are forbidden from being in possession of or using illicit drugs or solvents in the school premises.
- Illicit drugs found on school premises should be locked away and the Gardaí contacted to dispose of them. Teachers are advised not to transport illicit substances at any time.
- If a teacher is of the opinion that a student is under the influence of illicit drugs or solvents, he/she will immediately inform the Principal and consult on what action should be taken.
- Where the school suspects trafficking of illicit drugs, an investigation will be carried out. Parents/ Guardians of any student involved will be informed. The advice and assistance of the Garda Juvenile Liaison Officer will be sought.
- The school B. O. M. will expect parents/ guardians to inform the Principal or teacher if they suspect their own child of drug taking.

Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to disciplinary action.

It is the policy of the Board of Management of St. Paul's 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 authorised personnel.



First Aid

It is the policy of the Board of Management of St. Paul's that all members of permanent full time staff shall be trained to provide First Aid to staff and pupils.

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 Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. Incidents/ Accidents should be recorded in the School Incident Book using a school Accident/First Aid incident Report Form.

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) Optrex
- . Antiseptic cream.
- . Cotton Bandage
- . Cream for First Aid treatment of Bums Antiseptic Wipes
- . Scissors
- . First Aid Chart
- . Disposable gloves must be used at all times in administering First Aid
- . Inhaler

Written consent form the parents is gained through Section 6 of the referral procedures:

SECTION 6

Medical Authorisation and consent form

Ias Parent/Guardian of, in the event of medical attention being necessary and at the Principal's discretion grant permission to this school to bring to a hospital/doctor. I understand, if it is necessary, every effort will be made to contact me first.

I also authorise the organisation and arrangement of a medical examination by a G.P. on as part of St. Paul's programme of care and safety.

SIGNATURE: _____

DATE: _____

Infectious Diseases

It is the policy of the Board of Management of St. Paul's that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence



Vaccinations

Due to the nature of work conducted in St. Paul's medical practitioners and the Health Board recommend that certain inoculations/ vaccinations are advisable for staff on health and safety grounds. The Board will support any/ all staff members who decide to avail of these.

Procedures in the event of an accident

- Immediate care and attention is given as applicable by staff.
- The Principal is to be informed of all accidents minor/major.
- First aid will be administered as appropriate.
- Principal arranges a visit to the GP or hospital if necessary.
- In the event of a serious incident staff is/are required to furnish the principal with a written account of the incident. A record will be kept in the School Incident Book. This will be done in a reflective and supportive climate taking into account the needs of staff involved in the incident.
- Parent/ Guardian will be informed at the earliest opportunity to be involved in the decision making process.
- A consent form is signed by the parent / guardian during the referral process to grant permission for the above procedures.

Administration of drugs

Information and clinical oversight of pupils will be sought through referral process and through check up by a GP/ doctor. During this process the issue of administering non-prescriptive drugs will be discussed with parents/ guardians. Any decision on administration of any drug prescriptive or non-prescriptive is to be made in consultation with parents/guardian taking into account the best interest of the pupil. Any drugs to be administered must be done so by the principal in consultation with the parents.

Mobile phones

Pupils' policy

The school policy with regards to pupils bringing mobile phones to school reflects the Board's reluctance to place a total ban on mobile phones however it is clear that the school cannot take responsibility for loss, theft or damage to pupils' phones. Mobile phones must not become a source of disruption in the school. It is with this in mind that having listened to the pupils on this matter the school policy regarding mobile phones is as follows:

Pupils in Group 3 are asked to :

- ❑ **switch off** mobile phones and to keep them in their pockets.



- ❑ Any mobile phone found not to be switched off or to have been deemed a disruption by staff will be confiscated and returned at the end of the day.
- ❑ Should this policy not work then the school will have no alternative but to consider a total ban on pupils bringing mobile phones to school.

All other pupils are asked to:

- ❑ **switch off** mobile phones and to hand them up for safe keeping, to either their class teacher or to the principal to be returned at the end of the school day.
- ❑ Any mobile phone found not to be switched off or to have been deemed a disruption by staff will be confiscated and returned at the end of the school day.
- ❑ Should this policy not work then the school will have no alternative but to consider a total ban on pupils bringing mobile phones to school.

All pupils may bring their mobile phone for use in the bus on school trips (with the exception of trip to football) provided they are used solely to listen to music and with earphones.

Staff's policy

With the exception of the Principal and the Community Worker, staff must keep phones on silent. If a member of staff needs to take or make a phone call or to use their mobile phone it must be done out of class at break time away from pupils, or in the case of emergency outside the class, ensuring always that there is adequate supervision of pupils arranged and in place.

School phone

Teachers should ensure that there is a mobile-phone with staff (usually the Principal and/or the Community Worker) while out on a trip with a group.

Referral Process

Any information which emerges during the referral process which may have health and safety implications for staff working with particular young people, is shared with the staff and discussed. A number of procedures and forms completed through the referral process help to build a picture of any physical and emotional needs the young person might have, these include medical history, medical consent forms, medical report by GP, school reports and any other information from Health Boards or other agencies if available.

This information is presented to staff for discussion and is available on file. Behavioural and academic plans are devised aimed at ensuring the welfare, health and safety needs of both staff and pupils.

Code of Conduct

This is reviewed regularly and revised if necessary aiming to encourage and promote a climate of positive and safe behaviour in the school and on all school activities.



The school implements the approach advocated by Cornell University under the TCI programme to deal with young people.

Regular training and updates are carried out as recommended by the programme. Documentation and feedback are implemented to encourage and promote a professional reflective practice and involve ICMPs, Incident forms and Authorisation and consent forms. All staff members are issued with a copy of the programme and copies are available in the office.

Supervision

The provisions for the adequate supervision of children in all areas of school at all times, (morning, breakfast/kitchen, pool, classroom, teacher needing to leave class, groups leaving class for break, toilets, swimming, football, trips, supervising pupils on their own, home time, etc.), are under constant review for best practice. Following consultation supervision policy and procedures are agreed upon amongst staff and details are kept in the office with a copy given to all staff.

Staff Bullying/ Harassment.

Grievance Procedures.

Formal official procedures outlined by external agencies such as Crosscare, Department of Education and Science, INTO and Health Boards. Copies available in the office.

Allegations or Suspicions of Child Abuse.

Access To School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or Staff member as relevant before gaining admittance to the school. All staff are requested to accompany visitors on entering the school to the reception room to wait for the principal to then greet.

Any contractor must make direct contact with the Principal before initiating any work on the premises. 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 workforce shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall make such hazard with warning signs or other suitable protection.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of St. Paul's in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson:

Principal:

Date:

Date: