

# PRIMROSE HILL NATIONAL SCHOOL

## HEALTH AND SAFETY POLICY

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 enrolled in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually in the light of experience, changes in legal requirements and operational changes.

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

The Board of Management of Primrose Hill National School will ensure that the highest practical safety standards shall prevail and the provisions of the **Safety, Health and Welfare at Work Act**, shall be applied.

Specifically, the Board of Management wishes to ensure that as far as is reasonably practical:

- 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 classrooms.
- School activities shall be planned, organized and performed so as to be safe and without risk to health.
- Equipment shall be operated safely in so far as possible.
- Staff and pupils shall be instructed and supervised in so far as is reasonably possible to ensure their health and safety.
- Protective clothing or equivalent shall be provided as necessary to ensure the health and safety of all pupils and staff.
- Provision shall be made for the election of a Staff Safety Officer who shall be proficient in First Aid.
- The Board of Management will continually revise this statement as necessity arises and the Board on an annual basis shall review it.

The Board of Management recognises that its statutory obligations extend to pupils, to staff and to any person legitimately conducting school business and to the public.

The Board of Management undertakes to ensure that the provisions of the **Safety and Health and Welfare at Work Act** are adhered to.

### **Duties of Employees**

It is the duty of every member of staff in the school both teaching and ancillary:

- To take reasonable care of his/her own safety, health and welfare, and that of any person who may be affected by his /her acts of omission while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or such 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 things 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 B.O.M without unreasonable delay, any defects in equipment, place of 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, convenience or other means or thing 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.

All staff will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### **Consultations**

It is the policy of the Board of Management to consult with staff in preparation and completion of hazard control forms 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. Health, safety and welfare at work will be considered in any future staff training and development plans.

### **Fire Safety**

It is the policy of the Board of Management that

- An adequate supply of fire extinguishers is available, identified and regularly serviced by an authorised and qualified person. Each fire extinguisher shall have instructions for its use.
- Fire alarms shall be clearly marked.
- Exits shall be clearly marked, to ensure that staff, pupils and visitors are aware of exit doors and routes.
- All fire doors shall be kept clear of obstruction, and shall be capable of being opened at all times from within the building by any employee, pupil or visitor.
- Assembly areas shall be designated outside the school buildings and staff and pupils made aware of their designated assembly points.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when buildings are empty.
- Regular fire drills shall take place once a term.
- The Principal shall be responsible for fire drills and evacuation procedures.

### **Hazards**

It is the policy of the Board of Management that all hazards to the safety of children and staff posed by the equipment, furniture and fittings of the school premises shall be eliminated or at least minimised as far as reasonable and practical.

- Steps on stairs are fitted with clearly marked edges.
- Pupils are instructed not to run in corridors or on the stairs. Pupils are also instructed to ascend and descend stairs on the right hand side only.
- Pupils are supervised when leaving the school building at the end of the school day and must walk down steps.
- Doors are fitted with devices to prevent slamming.
- All electrical appliances to be used only by competent and authorised persons.
- All chemicals, detergents and other substances of potential hazard to the health and safety of staff and pupils shall be stored in clearly marked containers. These shall be kept out of the reach of small children. Appropriate protection shall be provided when such substances are being used or handled.
- Children are asked to bring drinks to school in plastic rather than glass in order to minimise the danger.

- Staff and pupils are asked to report broken glass to the Principal so that it can be immediately removed.
- All drugs, medications, etc. shall be kept in a secure cabinet in the staff room, locked at all times and the key kept in a separate place and used only by authorised personnel.
- Routine cleaning when done inside school hours shall be carried on in rooms where the children have no access.
- The washing of floors shall be conducted after school hours to eliminate the danger of slipping.
- Attention shall be drawn to the possibility of outside surfaces being affected by frost in cold weather, and staff and pupils shall be advised to use handrail when going up or down steps.

### **Infectious Diseases**

- It is the policy of the school that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases.
- It is the policy of the school to notify parents if head lice are reported within the school, so that all parents can take adequate precautions to ensure its elimination.
- The Board shall endeavour to minimize the risk of infection by adherence to sound principles of cleanliness, hygiene and disinfection.
- Disposable gloves are provided for use in First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, hand dryers or towels.

### **Smoking**

It is the policy of the Board of Management that the school be a non- smoking area to avoid the hazard to staff and pupils of passive smoking.

### **Parking and Road Safety**

Responsibility cannot be taken for pupils who arrive on school premises before 8.30am, or for pupils who are left at school at 1.15pm (Infants) or 2.15pm (1<sup>st</sup>-6<sup>th</sup> classes). Children should not be left outside these times.

Children should not be allowed to climb on or run along the school wall, to swing from the railings or to play in the flower beds.

Parking outside the school has been an ongoing problem and is now being monitored by the local parking inspector. Set-down parking is permissible on the school side of the road and in the Little Grove. Parking across the road is not allowed for safety reasons and parking tickets will be issued.

Space should be made available for the school buses to park beside the school gate so that children can board/alight in safety. The school gate should be kept clear at all times for the safety of pupils entering/exiting school premises. The gate-way should not be used for vehicles to turn/reverse.

## **POLICY ON FIRST AID**

### **Aims and purposes**

- To ensure that all pupils' health and safety needs are addressed adequately.
- To ensure that when a pupil is ill or has an accident, all possible steps are taken to secure appropriate attention or treatment.

## **Procedures/Guidelines**

It is the policy of the Board of Management that a member of staff be trained to provide First Aid to staff and pupils. To this end, there will be maintained in the school a properly equipped First Aid box available to staff at all times containing:

Sticking plaster, Tape, Disinfectant (e.g.Savlon),

Anti-histamine (for stings etc.), Eye Lotion (e.g.Optrex), Antiseptic Cream, Cotton bandage, Cream for First Aid treatment of burns, Antiseptic wipes, Scissors, Disposable gloves, First Aid charts. Disposable gloves must be worn at all times in administering First Aid. **The First Aid Boxes is located in the Staff Room and Office.**

## **Illness**

Where a child reports to his/her teacher that s/he feels ill, the teacher will assess the situation and if s/he feels it is not necessary to contact another adult, s/he will make an arrangement with the pupil to report again after a specified period.

If the pupil continues to report that s/he is ill, the teacher may instruct the secretary to make contact with the parent or make contact with the teacher who holds the post of responsibility for first aid or in his/her absence, the principal.

The teacher who holds the post of responsibility for first aid may make contact with a parent.

If a pupil reports to a teacher on playground duty that s/he is ill, the supervising teacher will contact the class teacher immediately if the situation warrants it, or otherwise after break.

## **Accidents**

Accidents in the classroom or in the building will be reported to the teacher who holds the post of responsibility for first aid or in his/her absence the principal. The teacher who holds the post of responsibility for first aid will make a decision about whether or not to contact the parents following consultation with the class teacher and the principal.

Minor accidents which occur on the school premises and which result in grazes, scratches, bruises and minor cuts are cleaned by a member of staff, using cotton wool dampened with water. Savlon may be used to cleanse wounds. The use of disinfectant is discouraged, as a child may be allergic to the disinfectant. A plaster may be used to cover the wound. The member of staff treating the child must wear disposable surgical gloves.

An ice pack is used when a child receives a bump on the head. The child is monitored carefully for any signs of concussion. Parents are informed of any accidents, which occur in school.

Any accident of a more serious nature is reported to the principal immediately who will decide what immediate action will be taken. A parent or guardian will be notified and a doctor or ambulance may be called if necessary.

- **The School Doctor is Doctor WALSH Telephone No. 01-6288084**
- **Tallaght Regional Hospital – for Emergencies Telephone No. 01-4142000**

The teacher on duty in the yard will fill in an Accident Report Form if the accident occurred during break time. The date, time and details of the accident and the names of the children involved will be included as well as the treatment of the children involved.

Children are supervised at all times. Any play, which is thought to be too rough or which may lead to an accident is forbidden. Children are encouraged to walk in the school building at all times in an orderly fashion. At least one staff member will hold a current First Aid Certificate.

- **The First Aid Members of Staff are Ms Marie Costello and Brigid Ralph.**  
In the absence of Marie Costello, Sarah Tobin has completed the First Aid Course and is available as required.

Class teachers will take first aid boxes with them when pupils are going on school tours, to training sports fields or playing in matches.

No medication is to be administered to any child under any circumstances without prior approval from the Board of Management. (See Policy on Administration of Medication.)

A list of emergency contacts and phone numbers including Fire Brigade, Ambulance Service and local doctor, shall be maintained and posted in the office and staff room.

### **Access**

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 before gaining admittance to the school.

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 his/her personnel shall not create any hazard, permanent or temporary, without informing the Principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Revision of this Statement**

The Board of Management in accordance with experience and requirements of the Health and Safety Act shall regularly revise this statement.

Signed

Signed

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**Chairperson, Board of Management**

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**School Principal**

Issued: January 2006, November 2008

Revised: September 2013

## Fire Safety Instructions

The place of assembly is the schoolyard. On the right side railing as you enter there are numbers 1 – 6 denoted for each classroom i.e. Junior Infants 1, Senior Infants 2, etc.

On hearing the fire alarm the Principal or the next most senior teacher is responsible for calling the Fire Brigade immediately.

**Sequence:** Alarm - Call the fire Brigade - Evacuation - Assembly – Roll Call -Tackle the fire.

**Aims:** To prevent panic and to ensure the safe evacuation of all the occupants of the school building.

### **Fire Drill**

Teachers are informed that a drill will take place on a particular day but no specific time. The drill will be arranged for after 9.15am when class has commenced and roll has been taken.

The Principal / Secretary contacts Top Security to inform them that a drill is being run in the school. The alarm is activated and the drill proceeds.

Sequence to activate alarm:

1. Ring Security (490333) Give code.
2. Insert yellow key.
3. Press Evacuate.
4. Press Silence.
5. Press Reset.

On hearing the alarm all pupils should follow the teachers' instructions:

- Pupils should stand to attention by their desks.
- Toilets should be checked to make sure that no child is left behind.
- When instructed by the teacher the class the pupils should leave the classroom in single file, 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.
- Classes should walk in single file to their designated exit doors:
  - Junior Infants and Senior Infants – Out the back door directly to yard
  - 1<sup>st</sup>/ 2<sup>nd</sup> Class – Exit through the front door and around the car park to yard
  - 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> Classes – Exit down the stairs and through the side fire door
- Other members of staff will immediately make their way to the assembly point.
- Anyone not with their class or group when the alarm sounds will make their way directly to the assembly point and join their appropriate class or group via the most appropriate exit.
- There must be no rushing or overtaking on the way to the assembly point.
- As soon as classes are assembled each teacher will take a roll call and report to the principal if a pupil is missing.
- If any person is found to be missing an immediate check must be made by the staff.
- No other person must leave the assembly point until permission has been given by the Principal in the case of a fire drill, or by a fire officer in the case of a fire.

- It may be that the attendance registers at the time of the alarm, are not held by staff members, in which case it is essential that they should be taken to the assembly point as quickly as possible.
- No laughing or talking should be allowed during the evacuation in order that any instructions given may be heard.

Test fire drills should be carried out on a regular basis. A record of all fire drills will be kept to include details of drill including date, time, weather conditions and time taken to do evacuation. Any difficulties encountered should be noted.

Date	Time	Details

Date	Time	Details







**IF THE ALARM IS BUZZING**  
**CONTACT – ELTON (CHUBB) – 087 2460322**

**TO SET THE ALARM FOR FIRE DRILL/TEST**

**CONTACT AMS - 01 7077400 INFORM OF DRILL**  
**ON CHUBB FIRE MONITORING PANEL....**

**INSERT YELLOW KEY**  
**PRESS EVACUATE AND ENTER**  
**PLUS SILENCE BUTTONS**

**TO RESET THE ALARM**

**ON CHUBB FIRE MONITORING PANEL**  
**PRESS EVACUATE AND RESET BUTTON**  
**PRESS RESET**  
**REMOVE YELLOW KEY**

**ON SECURITY ALARM PANEL**  
**PERSS RESET BUTTON TO STOP BEEP**

**Code 2160**