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Principal: Violet Molloy Deputy Principal: Jenny Dempsey



## **Health and Safety and Welfare Policy**

Ratified: 14<sup>th</sup> November 2022

**Rationale:**

The Board of Management of Lismullen National School, charged with the direct government of the school, has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children. Health & Safety" within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

**Relationship to School Ethos:**

We promote openness and co-operation among staff, parents, management and pupils as a means towards providing the caring environment through which a child can develop and grow to full potential.

**Aims/Objectives:**

- To ensure the school complies with legislative requirements;
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies;
- To establish clear guidelines on safety within the school,
- To establish who is responsible for matters relating to health and safety.

**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. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

A safety audit shall be carried out annually by the Board of Management Safety Officer, the Principal and an Allianz representative. The audit was emailed to staff and presented to the Board. 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 Lismullen National School 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 places of work.
- Machinery may be operated 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.
- 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 Lismullen National School 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 Lismullen National School undertakes to ensure that the provisions of the Safety Health Welfare at Work Act 2005 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 lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Principal 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.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (Safety Health Welfare at Work Act 2005)

## **WELFARE OF STAFF:**

To ensure the continued welfare of the staff and children, 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. Adequate facilities for waste disposal must be available. An adequate supply of water, towels and soap and sanitary disposal facilities must be available.

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 danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim. 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 will be liable to disciplinary action.

## **WELLBEING OF STAFF:**

Section 20(2) of the Workplace Relations Act, 2015 provides, at the request of the Minister, for the preparation of draft codes of practice by the WRC for submission to the Minister for Enterprise, Trade and Employment. Codes of Practice are written guidelines, agreed in a consultative process, setting out guidance and best practice for employers and employees with respect to compliance with employment legislation. **The Right to Disconnect** refers to an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours.

The staff are currently working on their wellbeing report and plan.

## **STAFF REPRESENTATIVE:**

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a Safety Representative will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present Safety Representative is Ms Dempsey.

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

### **The Caretaker and Safety:**

- He shall check that there is an adequate supply of Heating Oil in the tank at all times.
- During exceptionally frosty weather, he shall sprinkle salt on the paths.
- During holiday times, he shall keep the mains water controls in the “OFF” position.
- The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
- He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
- He shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
- He shall keep lawns, flowerbeds and pitches in good condition.
- He shall familiarise himself sufficiently with the school’s Safety Statement and especially with those parts which are relevant to his own position.

### **Safe Work Practice Sheet:**

- The Cleaner must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- The Cleaner have been asked to ensure that the storeroom is always locked when they have finished using it.
- Teachers are asked to wear gloves when dealing with children’s wounds. This is especially important where blood is involved.
- The Caretaker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- The Caretaker must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
- All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- Employees do not use step-ladders or other ladders without the assistance of a colleague.
- Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- Employees do not stand on chairs which are placed on tables, when changing light bulbs or putting up displays.
- Employees report defective equipment to the Principal.
- Employees report incidences of uncollected refuse.
- Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.

## **ELECTRICAL APPLIANCES**

Arrangements will be made for all appliances to be checked on a regular basis, by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should ensure that:

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

## **CHEMICALS**

It is the policy of the Board of Management of Lismullen National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in the strong room, and protection provided to be used when handling them.

## **DRUGS AND MEDICATION**

It is the policy of the Board of Management of Lismullen N.S. that all drugs, medications, etc be kept in a drawer at the teacher's desk, in a separate and secure place and used only by trained and authorised personnel. Parents must fill in a healthcare plan and indemnity form for the Board of Management.

## **FLOORS**

It is the policy of the Board of Management of Lismullen N.S. that every attempt will be made to avoid the creation of slippery surfaces. The teacher on yard will check the bathroom floors to ensure they are not slippy. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

## **BROKEN GLASS**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

## **FIRST AID**

The First Aid Box is located in the 6<sup>th</sup> class prefab. It is checked termly. It contains the following:

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Jel for burns
- Frozen ice-packs in freezer of fridge
- Disposable gloves must be used at all times when administering First Aid.

## **DEFIBRILATOR**

The defibrillator does not require servicing. Annual checks need to be made to ensure that the pads are in date.

## **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 the Secretary as relevant before gaining admittance to the school. They must sign children in or out children who are leaving early or arriving late.

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

### **Collecting Children:**

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering the school carpark.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Parents should put something in writing, if collecting children early the end of the official school day.
- (5) Children who become ill during the day must be "signed out" by parent/guardian, when being collected. This record to be kept in the office by the school secretary.

### **The Main Traffic Entrance:**

The parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as Ambulance, Fire Brigade and also to ensure the safety of the Children when entering and especially when leaving the school grounds.

### **FIRE SAFETY**

It is the policy of the Board of Management of Lismullen National School that:

- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- The Deputy Principal will ensure that fire drills shall take place at least twice a year.
- Fire alarms shall be clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 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 must ensure that the exit from her/his classroom is kept clear and the entrance lobby.
- Assembly area is designated at the wall.
- Exit signs shall be clearly marked.
- 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, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.



### **Fire Drill Organisation:**

- **Assembly Point:** Where children line up
- **Fire Drill Warning:** When fire bell sounds there should be Silence in the classroom, or wherever you are.
- **Evacuation:** The teacher is in sole charge of his/her own class. Each class exits in single file in silence. Teacher leaves last. Teachers should bring Fire drill sheet outside.
- **Exit Routes:** As outlined on the sheet.
- **Assembly:** The teacher will then call the roll and report the findings to the Principal. If a child is missing his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

### **External Fire Hydrant and Water Mains:**

The Fire Hydrant is Clearly Marked (FH) and is located on the main footpath from the staff carpark leading on to the yard. The Principal, Violet Molloy, the Caretaker Pat Clinch and the Deputy Principal, Ms Dempsey are all aware of these locations.

### **Location of Fire Extinguishers:**

Staff room: Dry Powder/Blanket

Boiler House: Dry Powder/Automatic Dry Powder

Outside Secretary's Office: Carbon Dioxide Foam

Outside boys' Toilet: Carbon Dioxide Foam

Computer Room: Carbon Dioxide

Shed: Foam

Oil Shed: Powder

## **HYGIENE**

### **Cleaning the School:**

The cleaner is in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Principal.

### **Infectious Diseases:**

It is the policy of the Board of Management of Lismullen National School 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 to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

### **CLASSROOM SAFETY**

- Travel mugs should be used by staff leaving the staff room
- Heavy items should not be stacked on top of shelves
- Secure free standing shelving units
- Toilet floors need to be checked to ensure they are not wet
- Coats should be hung and bags kept under tables
- Displays should be hung at a reachable height using a 2 step ladder
- Cleaning supplies should be locked away
- Damaged floors need to be monitored and addressed accordingly.
- Chairs should be pushed in when not in use.
- Ensure corridors are free of clutter and allow safe movement of pupils and staff.
- During wet days, pupils must sit during 11o'clock break and/or lunch break-no moving around room allowed where possible.
- No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
- Use all classroom and P.E. equipment, according to teacher's instructions.
- Never bang a door closed – be mindful of others.
- When moving around the school, always walk, never run.
- Walk on the right hand side of the corridors.

### **STAFFROOM SAFETY**

- Heavy items should not be stacked on top of shelves
- Travel mugs should be used by staff leaving the staff room
- A general clean as you go is encouraged to promote cleanliness.

### **OFFICE AREA SAFETY**

- Safety equipment should be prominently placed in a visible area.
- Chairs should be pushed in when not in use.
- Loose cables should be neat and tidy.
- Clothes collections and other fundraisers should be completed in a timely manner so staff can perform their duties safely.

## **SCHOOL GROUNDS**

- Damaged fencing that has been curled up should be repaired or replaced.
- Timber products should as benches, flowerbeds should be inspected termly.
- Bins should be stored in a secure location to prevent vandalism or fire damage to the building.
- Manhole covers and drain caps should be secured.
- Oil tanks should be replaced when damaged and secured.
- Basketball poles and other poles should be padded.
- Flammable materials should not be stored in the oiler house.
- Portable goalposts should be anchored.

## **SCHOOL RULES**

### **Classroom and Internal Rules:**

- Follow instructions given by Teachers, SNAs and/or Principal, at all times.
- Teachers devise their own classroom rules.

### **Yard Rules**

- Play safely – no rough play or “pretend fighting”.
- Stay in designated area of the yard.
- Don't enter the school without permission from teacher on yard.
- Report any problems/incidents to the teachers on yard duty.
- No swinging off basketball stands or goalposts.
- No throwing of clothes, hats, hear-bags, shoes pebbles, etc.
- If a ball goes into the hedge or out of bounds, the teacher on yard duty must be told.  
**Do not** go out after the ball.

### **Yard Out of Bounds areas**

- Behind the sheds and prefabs
- School garden
- Over the wall
- Staff carpark
- Road
- Water Tower
- Boiler house
- Oil tank

### **School Garden Rules**

- No running in school garden area.
- Pupils must be accompanied by an adult.
- Pupils cannot use tools without supervision of a teacher.

## Procedures for when a child leaves the school grounds

- Call the parents.
- Call An Gardaí Síochána.
- The principal/teacher may follow the child/ren in a car at a safe distance **only if** there is adequate supervision in the rest of the school.
- Children on yard return to class.

*Please note staff will not chase, catch or restrain the child nor will they escort the child back to school in their car.*

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

## THIRD PARTY USE OF SCHOOL FACILITIES

All external groups should have liability insurance cover in place. These should be requested annually and a copy of the Garda vetting and safeguarding statement. In addition a licence agreement from the Patron should be in place.

### Success Criteria:

- Compliance with Data Protection Act and Statute of Limitations Act.

### Roles and Responsibilities:

The school staff, under the direction of the Principal, will implement and monitor this policy. Individual teachers will design, administer and record in-class testing. The Principal and Deputy Principal will ensure records are maintained and stored.

### Implementation Data:

This policy is effective from November 2022. All records held from before that date will continue to be maintained.

### Roles and Responsibility.

Teaching Staff/Board of Management

**Review Date:** November 2024

Ratified by the Board of Management

Signed \_\_\_\_\_ Chairperson, Board of Management

Signed \_\_\_\_\_ Principal

Date \_\_\_\_\_

It will be reviewed as requested.