

# Patrician Primary School

## Health, Safety and Welfare Policy



### Introduction

The Board of Management of Patrician Primary School has ultimate responsibility for Health and Safety in the school. The school Safety Statement includes this Health, Safety and Welfare policy as well as a Health and Safety risk assessment. These documents are in line with The Safety, Health and Welfare Act 2005. 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.

A safety audit shall be carried out annually by the principal on behalf of the Board of Management. 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. Any actionable items within updated risk assessments shall be put into place by the Board of Management as soon as is practicable.

### Purpose

The Board of Management of Patrician Primary 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 without risk to health.
- There shall be safe access to and from places of work.
- 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 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 compiled 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 safety representatives.

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

In particular, the Board of Management notes the details of the 'Non-Fatal Offences against the Person Act 1997' and Section 80 of the Safety, Health and Welfare at Work Act 2005 (liability of directors and officers of undertaking). Details of these documents can be found on [www.irishstatutebook.ie](http://www.irishstatutebook.ie)

The Board of Management of Patrician Primary School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

## School Profile

- Patrician Primary School is a senior primary school catering for pupils from 2<sup>nd</sup> – 6<sup>th</sup> class. The current school population is approximately 310 pupils across 13 mainstream classes.
- The school does not currently have any special classes but does strive to engage in inclusive education for pupils of all needs.
- The school also serves the community in providing a space after school hours for various local dance, drama and sporting groups. See school Facility Hire policy for full details. There are currently no adult education classes taking place in the school.

The following groups utilise the school premises and are furnished with a copy of the school annual Health and Safety Statement:

- Stage Academy
- Curley Brennan Irish Dance
- Newbridge Drama society
- Newbridge Panto
- Newbridge United soccer club
- Newbridge Rovers soccer club
- Jewel Hygiene cleaning company
- Any potential external contractors carrying out building maintenance for an extended period of time (more than five consecutive working days) shall also be furnished with a copy of this policy.
- The school premises include a permanent building, carpark, yard spaces and two pitches across the road. There are currently no modular buildings or prefabs on the school site. Any planning for further extension or major refurbishment will be carried out in conjunction with the Department of Education (DES) Emergency Works Scheme, Summer Works Scheme or in consultation with the DES Planning and Building Section.
- Organisational Structure: The school is under the Patronage of the Diocese of Kildare and Leighlin. The Board of Management are ultimately responsible for health and safety within the school. The school principal oversees the day-to-day running of the school. Health and Safety is the responsibility of all school staff members as well as the Board of Management. Details of specific responsibilities are expanded upon in the risk assessment of this safety statement.

## Scope

This policy applies to and requires the co-operation of all staff members of Patrician Primary School, teachers, SNAs, ancillary staff and other users of the school facilities (See school profile section below for list of users). These are all hereinafter collectively referred to as 'The Staff'.

## **Consultation and Information:**

The Board of Management of Patrician Primary School will consult with staff in the annual review of this safety statement and give a copy to all present and future staff when required. Additional information or instructions regarding health, safety and welfare at work will be conveyed to staff when necessary. Health and Safety topics will be considered in any future staff training and development plans. As with all school policies, the Parent Association will also be consulted by the principal via email or at meetings before reviews are finalised.

## **Policy Statement**

### **Duties of Employees:**

The following details are in line with the Safety, Health and Welfare at Work Act 2005 (Chapter 2: Section 13: Duties of the Employee)

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 own 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 principal / Board of Management 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.
- E. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, school property provided
- F. Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 13 of Safety, Health and Welfare of Work Act 2005)

*Members of staff are also 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 danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks if feasible for the person to carry out in the interim. A person who has been certified unfit for work by a medical professional shall not present for work until they are deemed fit to do so
- B. Staff 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.
- C. It is the policy of the Board of Management of Patrician Primary School that the school shall be a non-smoking and non-vaping area to avoid hazard to staff and pupils of passive smoking. This includes the entire school site, yards, carpark, pitches etc.
- D. To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided with soap and sanitizers. The staffroom has a washing machine, electric cooker and two fridges. Boiling water is constantly available in the Burco. Staff are asked to co-operate in keeping the staff room and fridges clean.

## **Emergency Procedures**

- See school Critical Incident Plan for list of staff responsibilities in responding to an emergency or critical incident.
- See school Critical Incident Plan for procedures in dealing with a variety of emergency situations (including procedures for liaising with families affected by any such incidents.)
- See school Critical Incident Plan for contact details of local and national emergency and support services
- See school Critical Incident Plan for a list of resources used in drawing up its procedures

## Fire Safety Procedures

The evacuation procedures will be communicated to all parties at staff meetings and pupils will be informed periodically throughout the year. A copy of the evacuation map and assembly points will be in each room.

Fire drills will take place periodically throughout the year.

Persons with disabilities or other additional needs will be accompanied by a member of staff during any evacuation.

Fire assembly points are marked by green signage attached to the senior yard wall, on the basketball court and lower grass area. A list of the fire assembly points is also attached to this policy.

See attached maps for the location of the following;

- Exit routes
- School exits
- Assembly points
- Fire extinguishers
- Fire exit signage
- Directional signage towards fire exits
- Fire alarm activation pads

A copy of the school fire register can be obtained from the school office. This includes records of:

- Testing of fire-fighting equipment
- Renewal and maintenance of fire-fighting equipment
- Records of staff training in fire-fighting and fire prevention (every 2 years)
- Procedures for checking school electrical systems by competent person(s)

## First Aid Procedures

- It is the policy of the Board of Management to provide First Aid training to all staff every three years (or sooner if necessary.) The most up-to-date list of trained staff is kept in the school office.
- First Aid kits can be found in the following locations:
  - First Aid boxes are located at the front door, the ramp and in the staff room. These boxes are white with blue lids. These are stocked with items as recommended by the HSE (see below for contents).
  - Further stocks of First Aid materials can also be found in the 'high press' in the secretary's office.
  - Staff also have small first aid bags with basic first aid supplies ('the red bag'). This bag can be brought out on yard duty and short, local excursions (eg, to the library, park, Riverbank)
  - Staff attending sports events, extended excursions, school tours etc bring a first aid bag (the blue bag) with them. This bag is kept in the staffroom, on the windowsill.
  - Epi pens are stored in the allocated staffroom press
  - Ice packs are stored in the staffroom freezer
  - First Aid procedure posters are on the staffroom wall
- First Aid kit stock-takes are completed by the Deputy Principal at the start of each term.
- See risk assessment for First Aid training
- See school Administration of Medicine policy and school Illness and Injury policy for details on associated procedures and staff roles/responsibilities
- *First Aid Kits will contain the following: (as recommended by HSE)*
  - Adhesive Plasters
  - Sterile Eye Pads (bandage attached)
  - Individually Wrapped Triangular Bandages
  - Safety Pins
  - Individually Wrapped Sterile Unmedicated Wound Dressings Medium size
  - Individually Wrapped Sterile Unmedicated Wound Dressings Large size
  - Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large size
  - Individually Wrapped Disinfectant Wipes
  - Paramedic Shears
  - Examination Gloves Pairs
  - Pocket Face Mask
  - Water Based Burns Dressing Small
  - Water Based Burns Dressing Large
  - Crepe Bandage
  - Disposable gloves must be used at all times in administering First Aid.

Noteworthy injuries will be recorded by staff in the yard book/teacher's notebook.

## Accident and Dangerous Occurrences

- See school Illness and Injury policy for details on procedures for dealing with such incidents involving pupils, as well as recording and reporting
- Adult Accident forms must be filled out by appropriate staff and shared with the HAS, Allianz, school Patron or other relevant agencies where required. Such records will be maintained by the principal

## Infectious Disease

- The following link contains a HSE list of potentially infectious diseases that must be notified to appropriate parents/guardians. (Note: Link contains overall procedures. List of notifiable diseases is in appendix 8)

<https://www.cpsma.ie/management-of-infectious-disease-in-schools/>

- It is the policy of the Board of Management of Patrician Primary School to notify appropriate parents/guardians of these situations via notes home in school bags and/or text messages. This is the responsibility of the principal and secretary.
- It is also the policy the Board of Management to fully engage with the HSE regarding any further notifications that are required. (i.e. to the HSE)
- See school Headlice Policy for full details on procedures regarding this situation.
- The Board of Management will endeavour to minimise the risk of the spreading of infectious disease by adherence to sound principles of cleanliness, hygiene and disinfection. Disposable gloves are available to staff 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 (warm water where appropriate), soap, towels and a facility for the safe and hygienic disposal of waste.

## Instruction, Training and Supervision

- See risk assessment for details on training provided to staff and how often it is renewed
- Such training is provided by appropriately qualified fire officers, occupational First Aiders and other relevant external tutors
- Staff are welcome to suggest additional training to the Board of Management in relation to Health and Safety expertise not already covered in the risk assessment

## Resources

- The primary resources used in reviewing and updating this policy and risk assessment are as follows: (This list is not exhaustive)
  - HSA (Health and Safety Authority) Safety Statement Checklist for schools
  - [www.hsa.ie/education](http://www.hsa.ie/education)
  - DES Maintenance Guidance Manual for Schools (May 2024)

## Policy Review

### Revision and sharing of this Safety Statement

This statement shall be revised annually (or more often if necessary) by the Board of Management of Patrician Primary School in accordance with experience and the requirements of the Safety, Health and Welfare at Work Act 2005. It is also shared with all relevant stakeholders (staff, parent association, after-school staff etc.)

Reviewed and re-ratified by the Board of Management on:

**April 2025**

Date for next review:

**April 2026**

Signed on behalf of the Board of Management:

Chairperson: Brian Mulvey Date: 7/4/25

Brian Mulvey

Principal: David Dempsey Date: 7/4/25

David Dempsey