



Health and Safety Policy

Safety Statement

In Gaelcholáiste Charraig Uí Leighin, we give priority to creating a safe workplace environment for all of our employees, and to fulfil all of our responsibilities in terms of the health and safety of students, employees, contractors and visitors to our school. We are cognisant of the legal responsibilities placed on us by the Safety and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2017.

1.1 Practices

Safe workplace systems and practices will be put in place for the safety, health and welfare of every member of the school community.

- a) A Health and Safety Co-ordinator and Committee will be put in place.
- b) Pupils will be given direction on fire drill procedures each year.
- c) A fire drill will be carried out in the early weeks of each school year, and once per term thereafter.
- d) Each fire drill will be reviewed and recorded, and any necessary revisions will be carried out.
- e) An audit of fire extinguishers and fire safety will be carried out at the commencement of each school year, and twice annually.
- f) All necessary information regarding Health and Safety will be made available to all staff members.
- g) An audit of any health and safety risks will take place with all staff at the beginning of each year, and any necessary reviews and/or revisions in relation to any risks will be implemented.
- h) Any serious incidents will be reported to the Health and Safety Authority.
- i) A list of emergency contacts will be made available in the case of emergency. This list will be reviewed on a regular basis.
- j) A first-aid course will be made available to all staff members.
- k) An account will be kept of all first-aid stock in the school.
- l) All appropriate information and training will be made available to maximize health and safety practices in the school.
- m) An Emergency Plan will be put in place, and will be regularly reviewed.
- n) All health and safety risk will be avoided.
- o) Appropriate care of hygiene and cleanliness will be taken.
- p) Visitors will report to the school reception, and will sign the Visitor's Register on arrival to, and departure from, the school.

1.2 Staff Responsibilities:

This policy is dependent on the co-operation of all members of the schoolcommunity.

Every employee should therefore:

- a) Understand every aspect of this policy;
- b) Understand your own responsibilities with respect to health and safety in the context of your own subject department and the school environment;
- c) Clearly understand your duties to your own health and safety, the health and safety, of those placed in your care, and the people to whom your work will apply;
- d) Co-operate with all staff members to ensure that all staff members can fulfil the highest standards of health and safety;
- e) Be familiar with all aspects of the school's Critical Incident Policy;
- f) Be familiar with all the contents of the booklet **Critical Incidents** (IPB), issued to all staff 17/11/15;
- g) Take appropriate care when moving objects, and when operating equipment;
- h) Be aware of the identity of the Health and Safety Co-ordinator;
- i) Write a detailed report on any serious incident that occurs, or any piece of equipment that presents a danger to the health and safety of members of the school community, and present it to the school Health and Safety Co-ordinator;
- j) Only use school equipment as appropriate;
- k) Wear protective clothing as appropriate, and make appropriate use of work space and equipment;
- l) Keep the school environment safe, clean and tidy;
- m) Report all incidents or injuries, minor or major, to senior school management;
- n) Write a report in the Incident Report Book at the main reception, and present the report to the Health and Safety Co-ordinator within twenty four hours of the incident occurring.

2. School Evacuation Plan

Every pupil and employee of the school should have a clear understanding of the School Evacuation Procedures and the Assembly Areas in the event of a fire. The necessary information is available from the Health and Safety Co-ordinator.

- a) Everybody should leave where they are as quickly as is safe when the alarm sounds.
 - b) If a teacher has a class, they should note the number of pupils in the class, and proceed to the Assembly Area immediately.
 - c) Teachers should count the number of pupils on their arrival at the assembly area.
 - d) The teacher should notify the Health and Safety Co-ordinator or the Principal if a pupil is missing from the group.
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- e) In the event of the alarm going off during break time, pupils must go immediately to the Assembly Area where they will be met by the teacher they had for the period before the break. The teacher follows the same procedure as listed in the previous steps.
 - f) Nobody should enter the building again until they receive authorization from the Health and Safety Co-ordinator.

3. First Aid

- a) Medical assistance is available from school staff.
- b) In the case of minor injury, first aid is available.
- c) Parents will be informed in the event of an accident.
- d) In the case of an emergency, a call will be made immediately to the emergency services, and the Principal or Deputy Principal will be notified immediately.
- e) Pupils will be brought to a doctor if necessary.
- f) No medicine will be administered to pupils without prior arrangements being made with parents/guardians.
- g) If any substance has been consumed, the teacher that accompanies the pupil to the doctor or hospital will bring the bottle, the name of the substance, or any relevant information about the substance that they have with them.
- h) Every staff member has a responsibility to understand the emergency procedures of the school.
- i) A defibrillator is available in the school, and staff are trained to use it.

4. Pupils

- a) We expect that all pupils will have a clear understanding of the Pupil Management Policy of Gaelcholáiste Charraig Uí Leighin and will understand its importance for health and safety in the school.
- b) It is the responsibility of every member of the school community to report to the school authorities any incident or behaviour that could lead to an accident.

5. Personal Belongings

- a) Gaelcholáiste Charraig Uí Leighin or Cork Education and Training Board accept no responsibility for any personal belongings left on school grounds.
- b) It is advised to all members of the school community not to bring valuable personal belongings or large sums of money to school.

6. Personal Information

- a) Gaelcholáiste Charraig Uí Leighin keeps personal information relevant to its personnel's employment, in accordance with the school's Data Protection and Retention Policy.
- b) Personal information and details are kept for use in the case of an emergency.
- c) All employees of Gaelcholáiste Charraig Uí Leighin are required to update their contact details with school management should they change.
- d) These details will be kept in a private and confidential manner as required under Data Protection Legislation.
- e) Any details no longer required will be destroyed.
- f) Every employee is entitled to information relevant to their employment, in accordance with the Freedom of Information Act.

7. Arrangements in the Case of an Assault on a Member of the School Community

In the case of an assault being made on a member of the school community;

- a) First-Aid assistance will be given by a Qualified First-Aid member of staff in the case of a minor injury.
- b) In the case of a more serious injury, the emergency services will be contacted immediately, and the incident will be reported to the Principal/Deputy Principal. The individual's Next-Of-Kin shall be contacted. This person's contact details are available on the school's VS Ware account.
- c) The individual will be taken to the doctor if necessary.
- d) A record of the incident shall be recorded in the 'Incident Report Book'. A detailed investigation of the incident shall be carried out at this point.
- e) The School's Code of Behaviour will be applied, and the incident shall be reported to the Gardaí Síochána, where necessary. The incident shall also be reported to the Health and Safety Authority.
- f) The School's Health and Safety Policy will be reviewed, and all necessary and appropriate safeguards shall be put in place.

8. Health Support Services for Teachers

- a) Teachers will be informed of the Health Support Services available to them from the Department of Education and Science.
- b) Details of these services can be found by following the relevant links on www.education.ie

This policy will be reviewed on an annual basis.

The policy is available to all relevant stakeholders in the school, and posted on the school's website.

This policy was adopted by the Board of Management of Gaelcholáiste Charraig Uí Leighin on _____.

Signed:

Chairperson of the Board Of Management: _____

Principal: _____

Date: _____

