



**MALAHIDE
PORTMARNOCK**
Educate Together
National School

Health and Safety Statement

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Health and Safety Statement

1. Introductory Statement

The Safety, Health and Welfare at Work Act, 2005 aims to make all work places, in this case, Malahide/Portmarnock Educate Together National School, safe and healthy. The Act covers all persons at the school and it requires, in so far as is reasonably practicable, that the Board of Management [BOM] will protect the safety, health and welfare of everyone who works at the school.

The BOM will provide and maintain, in so far as is reasonably practicable, a safe place of work and safe systems, and will provide the staff and ancillary employees with information and training to ensure their health and safety. The BOM has produced a written Safety Statement which specifies the manner in which the safety and health of staff, children and ancillary staff will be secured. Of particular importance are the requirements on health and safety issues.

2. Aims

The aims of this statement are to:

- ensure that all reasonably practical steps are taken to ensure the health, safety, welfare and wellbeing of all members of the school community
- ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits
- establish and maintain safe working procedures amongst staff and pupils
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- develop safety awareness amongst staff, pupils and other supervising adults
- formulate and implement effective procedures for use in the event of fire and other emergencies
- outline procedures and practices in place to ensure safe systems of work
- comply with all relevant health and safety legislation (so far as is reasonably practicable)

3. Responsibilities of Various Stakeholders

3.1 Responsibilities of the Board of Management

The BOM is the employer of the school's staff. As such, it has overall responsibility for ensuring healthy and safe place and systems of work for staff, as well as a duty of care to all other building users.

The Board of management will:

- ensure that an up-to-date Safety Statement is in place and is available.
- undertake to carry out a safety audit/risk assessment annually and report findings to the ~~staff and~~ Board of Management and relevant findings to the staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management (Appendix 1)
- undertake a regular risk assessment and will ensure that identified hazards are eliminated or minimised as far as is reasonably practical.
- appoint at least one person to the role of Safety Officer to ensure health and safety compliance. This may be an external expert or a BOM member, but not the Principal or Teachers' Representative on the BOM. The BOM will sanction relevant health and safety training for this person if necessary. (Appendix 2)
- organise such courses and training, for example in first-aid, manual handling, fire procedures and operation of fire equipment, as are deemed essential in enhancing the safety, health and welfare of children, staff and other adults who work in the school.
- provide protective equipment as necessary to ensure the safety and health at work of its employees
- revise this statement on an annual basis or as the need arises

3.2 Responsibilities of the Safety Officer

The responsibilities for this role include:

- carrying an annual Health & Safety audit in consultation with the Staff Safety Representative.
- preparing a Health & Safety Statement in consultation with the Staff Safety Representative.
- identifying risks to Health & Safety and planning for the management of those risks.
- making representations to the BOM on health and safety matters

3.3 Responsibilities of the Staff Safety Representative

The responsibilities for this role include:

- inspecting the place of work on health and safety grounds.
- investigating accidents and dangerous occurrences.
- investigating health and safety complaints made by employees.

- making representations to and receive information from a health and safety Inspector.
- Accompany a health and safety inspector who is carrying out an inspection.
- liaising with other relevant persons engaged in health and safety matters.
- carrying out an annual Health & Safety audit in consultation with the Safety Officer.
- preparing and reviewing Health & Safety Statement and documentation in consultation with the Safety Officer
- maintaining the fire register.
- receiving appropriate training for this role.

3.4 Responsibilities of the Principal

The Principal will:

- act as the link between the BOM and the staff.
- ensure that all staff, including temporary and part-time staff, receive induction, on-going training and regular information on health and safety matters and will consult with them, on behalf of the BOM, at least annually on such matters.
- support and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures.
- receive and deal initially with any health and safety concerns received from staff, parents, guardians and others.
- make a report to the insurance company should the need arise.
- make a report to the Health and Safety Authority should it be required.

The Deputy Principal will assume these duties in the principal's absence.

3.5 Responsibilities of Employees

While at work, it is the duty of every employee to:

- Comply with Safety and Health legislation, both in the 2005 Act and elsewhere. Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.
- Not to be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate

any reasonable assessment required by his or her employer or as may be prescribed in Regulations

- Taking account of the Training and Instructions given by the employer, correct use of any article or substance and protective clothing and equipment provided for use at work or for his or her protection.
- To report to the School Management without reasonable delay, any defects in plant, equipment, place of work, or systems 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, equipment or anything 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. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

3.6 Responsibilities of Parents/Guardians

Parents and guardians are requested to cooperate with the Board of Management and others to ensure that health and safety law in general and this policy in particular are implemented.

Parents/guardians:

- have responsibility to take reasonable care of their own safety, health and welfare and that of their child/ren, other children and other adults.
- have responsibility to act in a safe manner while on the school grounds.
- must stay with their child until they have been handed over to a member of staff (unless the child travels to school independently).
- are especially reminded that they must not allow their children to engage in dangerous play, or climbing, in and around the school.
- are requested to ensure that their children attend school in clothing and footwear that is appropriate for all curricular subjects in particular physical education, SESE and art, and that they do not wear loose jewellery at any time.
- Parents and guardians who are directly or indirectly involved with any meetings, events, extra-curricular activities etc. are required to adhere to any health and safety regulations set out for these activities.
- Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board of Management.

3.7 Responsibilities of Pupils

Pupils will be advised of any relevant health and safety procedures in an age-appropriate way, will be given opportunities to learn and practice these procedures, will be encouraged to be vigilant in safeguarding their own and others health and safety, and

will be required to comply with the staff and Board of Management in implementing these.

4. Consultation and Information

It is the policy of the Board of Management of Malahide/Portmarnock Educate Together N.S.

- To consult with staff and representatives from the parent body in the preparation and completion of the Health and Safety Statement
- To issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management (and any subsequent revised copies)
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all Staff as it become available.
- Health, Safety and Welfare will form an integral part of any future staff training and development plans.

5. Emergencies

5.1 Emergency Routes and Exits

The relevant emergency route is depicted on a notice which is inside the door of every room in the school.

5.2 Fire Protection

The school has an alarm fitted which is checked annually. A fire drill will be held at least once each term. The procedure in the event of a fire is for each class teacher to take the laminated attendance sheet, get the children to the designated safety point and call the Roll to make sure all the children have safely exited. A fire register will be maintained by the Staff Safety Representative that includes records of termly checks of means of escape routes, fire extinguishers and all fire drills.

Any contractor completing hot work (including welding, soldering, use of blow lamps, blow torches and cutting equipment) must be qualified to do so, must have a hot works permit, must carry a fully charged fire extinguisher and must make a full check one hour after completion of the work.

5.3 Emergency Contact Details

Emergency contact details for children and staff members are available via Aladdin. These are updated regularly.

5.4 First Aid

The school recognises the importance of taking the appropriate measures in cases of accidents and injury, including, where necessary, securing the site and immediately telephoning the emergency services.

The school accepts that it needs a minimum of one occupational first aider, whose certification is renewed every two years. Certification details are kept in the school office.

The names of the certified first aiders are in Appendix 2.

When first aid is administered, it is noted in Aladdin. If the injury occurs in the playground, the note is recorded in the First Aid book and then typed into Aladdin by the school secretary.

There are five first aid boxes in the school:

- Two in the staff room cupboard
- One in the secretary's office
- One in each playground box (2)

5.5 Getting Help

In the case of an urgent situation, the member of staff sends two children with a red card to another member of staff. If the situation is not urgent, but a member of staff would like another member of Malahide/Portmarnock ETNS staff to come when they are able, they send children with a green card.

5.6 Emergency Closures

In the event of an emergency closures (for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident) the Principal will consult as soon as feasible with the Chairperson of the Board of Management to decide whether it is in the interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the Board of Management. Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (text-a-parent, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc.). If school is open when an incident occurs, staff will remain on the premises until all children have been collected.

6. Safety

6.1 Movement around the school

Every effort is made to ensure that all building users can safely access, egress and move around the school grounds and buildings. Entrances, corridors and stairs will be kept free from obstruction-mobility aids are always permitted.

6.2 Equipment and cleaning

The school will provide safe equipment for both its staff and pupils, including where necessary, guards and appropriate personal protective equipment. Equipment will be appropriately certified, maintained to a high standard and disposed of if it poses a safety risk.

Cleaning and maintenance will normally be done when the children are not in the room/building -Equipment and substances for maintenance, cleaning, catering and similar are stored securely away from children.

6.3 Training

This will include training in manual handling, which will focus on: avoidance of manual handling wherever possible, reduction of manual handling through the use of mechanical aids and the sharing of loads, and skills for safe manual handling. Work at height will be avoided wherever possible and must never take place without other people being on the premises. Safe step-ladder and ladder practice must be observed and ordinary school furniture must never be used to undertake work at height. Teachers are requested to comply with these safety procedures in their classrooms and throughout the school.

As part of the **SPHE** programme, the children are taught about safety in the home; safety regarding medicines; safety when crossing the road and safety in relation to strangers.

6.4 School Excursions

Where transport is required, the school will hire buses that are adequate for the size of the group from a reputable company that provides safe vehicles and drivers. Only buses that have seat belts for all participants of the school excursion will be used and all passengers will be required to make use of these.

Pupils are paired up for each excursion and must follow their teacher's orders at all times. A teacher or other responsible adult always leads the way and the group is required to stay together, using waiting points where necessary.

Children are counted when leaving school and at various points during the excursion.

Specifically, in the case of swimming, teachers will inspect the changing rooms on arrival and children will be required to get ready for the pool quickly. They may not run and must not enter the pool until the instructor gives the go ahead. No shampoos, soaps, deodorants, body sprays or similar may be used.

7. Health

7.1 Facilities

The parts of the building and grounds currently occupied by Malahide/Portmarnock Educate Together will be maintained on an on-going basis as best as is reasonably possible during this interim time before we have our permanent building. The school has, at present, no control over and has to adhere to pre-existing conditions, as organised for us by the DES, regarding room dimensions, air space, freedom of movement, temperature, ventilation, light and other general welfare matters. Good levels of hygiene will be observed, including regular cleaning and collection of litter. Any spills and the like will be dealt with immediately. Anti-bacterial hand-wash is in the classroom, adult toilet and staff room. Appropriate attention will be given to the design and use of work stations and audio-visual displays including computer screens and interactive whiteboards. Smoking is not be allowed anywhere in the school and its grounds.

7.2 Illness

Parents and guardians are required, when they are enrolling their child in the school in the first instance, to indicate on the school Registration Form whether their child suffers from any allergies or other medical condition, and, if so, to thereafter complete a form listing any long-term allergies and illnesses from which their children suffer (this includes any plaster allergies or similar). This will also include information about what can and cannot be done in an emergency situation. Copies of these forms (see Appendix 2) will be kept in the school office and pertinent information will be stored on Aladdin. A medical information display will also be maintained in the staff room.

All staff are also requested to provide medical information.

Appropriate provisions will be made for any person who takes ill in school, including taking the individual to the doctor or hospital if deemed necessary.

7.3 Administration of Medicines

Any medication belonging to a child is kept in a secure and clearly visible location in the child's classroom. Asthma inhalers for children from second to sixth class will be kept in their own bags.

No teacher will be required to administer medicines or to supervise children taking medicines. If teachers are willing to do so, specific authorisation will be given in writing by the Board of Management.

Parents and guardians of children requiring medication will need to fill in a form. They will also be required to complete an indemnity form in respect of any liability that may arise from the administration of medication. They will inform the teacher(s) how the medication should be administered. (See Appendix 3)

Parents and guardians will have responsibility to check each morning that the authorised teacher(s) is/are in school, that the teacher(s) has/have the medication on trip/swimming days, and that the medication is available and in date. If at all possible, any medication should be self-administered, under the supervision of an authorised adult. A written record of the date and time of administration will be filled out by the teacher and put in the child's class medical file on the same day (with the exception of asthma inhalers). The child's parent/guardian will be informed on the same day that medication has been administered.

7.4 Communicable Diseases

In the case of any infectious disease, parents/guardians will be informed as soon as possible and appropriate action will be taken by the school to limit the associated risks.

7.5 Health Promotion

The school will promote safe and healthy living, both through the curriculum and in other ways. For example, walking and cycling to school will be encouraged and guidelines will be issued to parents and guardians about the content of healthy lunch boxes. The school's Healthy Eating Policy is available on the website.

8. Accident/Incident Reports

All potential serious accidents, instances of ill health, that result from compromised health and safety circumstances, whether involving employees, pupils or members of the public must be reported immediately to the Principal, investigated and subsequently recorded on the school's Aladdin system. An accident/incident report must be completed in Aladdin by the staff member who was in attendance. This report is then printed and retained in child's file for any accident that occurs in school.

Parents/guardians are informed immediately or at home time depending on the nature of the accident/incident.

Should accidents to children in school be reported to the Health and Safety Authority?

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at www.hsa.ie or on the Incident Report Form (IR1).

- A death or injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. This applies to pupils in certain circumstances.
- If the pupil is injured as a result of work-related activity and requires medical treatment by a registered practitioner, this is reportable to the Health & Safety Authority.

Example 1: If a pupil is seriously injured when using materials during class, and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard this is not reportable.

Example 2: If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are considered to be a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable. The school must keep records of all accidents which occur for a period of 10 years.

9. COVID-19 Response Plan

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The school's Covid-19 Response Plan includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement in line with requirements of section 20 of the 2005 Act. The response plan can be viewed in full in the policies section on the school website by [clicking here](#).

10. Other Welfare Issues

10.1 Animals

No animals may be brought into the school grounds at any time, with the exception of therapy and assistance dogs. An exception may be a short visit by a pet as part of a specific learning project. This is communicated to the parent body by email.

10.2 Other Relevant Policies

Other relevant school policies include:

- Anti-Bullying Policy
- Child Safeguarding Statement
- COVID – 19 Safety Statement
- Critical Incident Policy
- Healthy Eating Policy
- SPHE and RSE Policy
- Supervision Policy

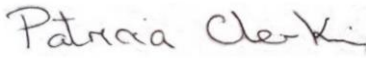
11. Review

This policy will be monitored on an on-going basis. Health and safety risk assessments will take place at least annually and sooner if circumstances require this. If necessary, this policy and these procedures will be amended as a result of these audits, and shall in any case undergo full review in the academic year, 2022/23.

12. Conclusion

This Safety Statement sets out the Health and Safety Policy of the Board of Management of Malahide/Portmarnock Educate Together National School and sets out the means to achieve that policy.

It is our intention to undertake regular reviews of the statement in the light of experience, changes in legal requirements and the changing nature of the school.

Signed: 

Date: 02/12/2020

Patricia Clerkin (Chairperson)

Signed: 

Date: 02/12/2020

Emer Hoy (Principal)

Appendix 1: Annual Safety Audit template



4 Health & Safety Audit Month Year

LOCATION	POTENTIAL HAZARD	RISK	LIKELIHOOD	SEVERITY	SUGGESTED MEASURE	Completed Signature and date
OUTSIDE/PLAY AREA						
INSIDE -CORRIDOR OUTSIDE CLASSROOMS						
CORRIDOR TO LEFT OF MAIN BUILDING CURRENTLY SHUT OFF WITH LARGE MAP/BOARD						
BASEMENT AREA						

Appendix 2:

MPETNS Risk Assessments

[MPETNS Fire Risk Assessment 2021](#)

[MPETNS Covid Risk Assessment 2021](#)

Additional items

POTENTIAL HAZARD	RISKS	likelihood	severity	grade	CONTROL MEASURES
Metal barriers erected around ends of drop off zone- multiple barriers not securely in ground	A person or child could lean against it and it could unbalance them	3	1	LOW	Get caretaker to remove the barrier
Fire doors at the end of lower corridor not locking	Children may leave the building	2	5	MEDIUM	Get repaired by builders
Trampoline stored on corridor	Children could bump into it Impedes access to fire exit	3	1	LOW	Store trampoline in safe storage area
Damp in rooms	Respiratory health	1	1	LOW	Place dehumidifiers and air purifiers in rooms
Pipes unboxed	Children could turn off water	1	2	LOW	Box piping

Appendix 3:

Staff and non-staff members with responsibility
in relation to health and/or safety

2021 - 2022

Chairperson of Board of Management	Patricia Clerkin
Health and Safety Officer	Matt Harrison
Principal	Emer Hoy
Health and Safety Representative	Lesleyann Cochrane
Deputy Principal	Riona Wise
Certified First Aider	Margaret O'Reilly Carol Sweeney

Appendix 4



School information regarding medical conditions/allergies

Name of child: _____

Date of Birth: _____

If your child has any medical conditions or allergies, please complete the details below, in full.

(If you would like some help filling out this form, please make an appointment to speak to the Principal.)

Please **name and describe** the medical condition or allergy:

Medical condition:

Allergy:

What are the **symptoms** of the medical condition or allergy?/What can happen to your child because of this condition/allergy, as explained by a doctor?

Has a doctor told you that this is a serious medical condition or allergy that might require medical or hospital attention?

Has your child ever required emergency or hospital attention for this condition or allergy in the past?

Yes ____ No ____

Explain what happened:

How does this condition or allergy affect your child? Please describe how your child looks/feels/acts when they become unwell:

What words do you and your child use to explain how they are feeling? (For example, "My chest feels tight" or "I need my puffer" or "It feels very bad" etc...)

****At Malahide/Portmarnock Educate Together National School, we do not administer medications unless a prior agreement has been made between parents and the Board of Management. If you feel your child needs to use medication at school, please make an appointment to meet with the Principal to discuss this.*

Signed: _____

Date: _____

Date: _____

Parent(s)/Guardian(s)



Administration of Medication to Pupils

Name of child: _____

Date of Birth: _____

Dear Chairperson of the Board of Management,

My child, _____, suffers from the condition known as _____.

I/We, the parent(s)/guardian(s), hereby request that where the class teacher or any member of the staff of Malahide/Portmarnock Educate Together National School agrees to become involved in the administering of medication, the Board of Management would grant permission to the said persons to administer the appropriate medication following the instructions as outlined below.

1. Name of medication to be administered

2. Method of administering medication (orally, inhaler, injection etc.)

3. Amount of medication to be administered at any one time

4. Time of day medicine is administered (if relevant)

5. Regularity with which medication should be administered (once a day, once a week, whenever necessary)

Please find attached (if necessary) more detailed instructions regarding the administering of the medication, and procedures to be followed in an emergency situation with particular reference to what may be a risk to the child.

In consideration of the Board of Management entering into this agreement, I/we, the parent(s)/guardian(s), hereby agree to indemnify and keep indemnified the Board, its servants and agents including the pupils, class teacher and any other member of staff who may administer the said medication from and against all claims both present and future arising from the administration or failure to administer the said medication.

Yours sincerely,

Signed: _____

Date: _____

Date: _____

Parent(s)/Guardian(s)