



# St. Ita's Special School

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Roll No. 18936k

## **ST.ITA'S Health and Safety Policy**

The Board of Management of St. Ita's Special School recognises that its statutory obligations regarding health and safety extends to employees, students, to any person legitimately conducting school business and to the public. The Board undertakes to ensure that the provisions of the Safety, Health and Welfare Act 1989 are implemented.

This policy requires the co-operation of all partners in the school community. It shall be reviewed annually in the light of experience, changes in legal requirements and operational changes. The Designated Health and Safety Representative will carry out regular safety checks. All records of accidents ill health shall be monitored by the Safety Officer to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents/ill-health.

The Board of Management wishes to ensure that as far as is reasonably practicable:

The design, provision and maintenance of all areas in the school shall be safe and without risk to health.

The school may be safely opened and locked.

Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.

Plans for emergencies shall be complied with and revised as necessary.

All relevant partners shall be consulted on matters of health and safety.

Provision shall be made for the election by the staff of a safety representative.

Adequate fire protection and prevention measures are provided.

### ***Duties of Employees***

It is the duty of every employee of the school 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 or omissions while at work.

Co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience or any equipment 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.

Report any defects in plant, equipment, place of work or system of work which might endanger safety, health or welfare of which he/she becomes aware.

Report accidents of any pupil, member of the public or employee, no matter how trivial, in the accident/incident report book without unreasonable delay. Specifics of the accident, including the date and approximate time, must be recorded concisely. The written report should be signed by a teacher who was present at the accident. This book is kept in the office. It must be ensured that proper medical attention is given where required.

Ensure that work practices are performed in the safest manner possible, while using any equipment and facilities provided by the school.

## ***Consultation and Information***

A copy of the Safety Statement will be given to all staff members. Staff will also be made aware of any additional information or instructions regarding health, safety and welfare while at work as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

## ***Hazards***

All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

- Wet corridors after cleaning
- Trailing leads
- Computers
- Washroom
- Kitchen appliances - cooker, microwave, kettle
- Hot liquids
- Metal railing - junior yard, green area
- Bins – Front door/front gate
- Sensory Garden Gate
- Access gates to School
- Boiler house
- Wet Slippery decking yard
- External Gardening shed { to be kept locked }
- Car park - front of school
- Cars, Buses and other vehicles in the school area
- Shores and drains in the yards
- Stoppers for sockets and chairs
- Doors and mats
- Guillotine Scissors and knives - only safety scissors used by children in the junior school, knives under strict supervision
- Stage access in the school hall

- Furniture on school stage
- Woodwork Room: Drill, bench sander, saws, chisels, circular bench saw, jigsaw
- Walkers and wheelchairs in classrooms and corridors
- School gates should be opened out and then secured an inward closure is a hazard to buses and cars
- Nesting seagulls

To minimise these dangers the following safety procedures must be adhered to:

Access to and operation of plant/equipment is restricted to qualified members of staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.

In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.

Where applicable, all members of staff have been instructed in the correct use of plant, machinery and equipment.

All machinery and electrical equipment have been fitted with adequate safeguards.

Precautionary notices in respect of safety matters are displayed at relevant points.

Ban the use of glass bottles by pupils. Remove broken glass immediately.

Hot liquids will be consumed in the staff room and kitchen areas. If hot drinks are taken from the staff room and kitchen it should be done so using safety cups.

Teachers on yard duty will ensure that cones are placed to prevent playing on wet and frosty decking.

Class teachers will ensure that PE equipment is safe, well maintained, stacked securely and positioned so as not to cause a hazard after each PE class.

Class teachers will routinely inspect furniture, floors, apparatus, equipment and fittings in their classrooms.

All children have been instructed in how to enter the school grounds via the hall in the mornings.

Teachers escort their classes from the hall to class in the morning and from class to the hall at home time. Teachers also escort the children from play time in the yard. A teacher is assigned to bring designated children to their busses in the evening. Walkers and children collect by parents in cars are escorted by a nominated teacher at home time to the main entrance. All staff must assemble with the children at home time in the hall.

## ***Fire Protection***

Fire extinguishers are provided, identified and regularly serviced by authorised and qualified persons.

Fire drills take place, where evacuation procedures are followed. Fire alarm bells should be heard clearly by all teachers, pupils and staff.

Fire alarms should be clearly marked.

Exit signs should be clearly marked so that visitors are aware of exit doors and routes.

All doors, corridors and exits must be kept clear of obstruction.

Appropriate assembly areas are designated outside the school building. Teachers are familiar with their designated areas and a fire drill protocol is available in each class/room, which clearly states where these areas are.

All electrical equipment shall be left unplugged or switched off when unattended for lengthy periods and when the building is empty.

All recommendations made by a fire officer in addition to these provisions shall be implemented.

## **Constant Hazards**

Machinery, kitchen equipment and electrical appliances are to be used only by authorised persons. Such appliances and equipment will be subject to regular maintenance checks and faults reported to safety representative

## **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- All safety guards which are part of the appliance are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Leads of appliances, when not in use, are unplugged.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Official guidelines issued by the health and safety authority are followed.

## **Chemicals**

All chemicals, photocopier toner, detergents etc. will be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked areas with protection provided to be used when handling them. Unsupervised access to storage area by children is prohibited.

(Secretary/Cleaner/Principal where appropriate)

## **School Trips**

The level of supervision required for school trips is the same as for other activities in the school. A decision regarding the suitability of a school trip will be made after consulting the individual Childs risk assessment .

## **Games**

Teacher must encourage all pupils to acquire and use relevant safety equipment in all sports.

## **Drugs and Medication**

See administration of medicines policy.

## **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staff room is provided where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. Members of staff and students are reminded that: A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal 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. 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.

## **Polished/Wet Floors**

The washing and polishing of floors shall be conducted, as far as is possible, after school hours. Where floors are wet, warning signs shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather.

## **Visual Display Units**

The advice contained in the guidelines on the safe operation of visual display units issued by the health and safety authority must be followed. Any up-to-date information regarding hazards relating to the use of VDU will be studied and recommendations and directives implemented.

## **Infectious Diseases**

All infectious diseases shall be notified to the relevant bodies, and steps taken to ensure the safety of students and staff against all such diseases. Risks will be minimised by adherence to sound principles of cleanliness and hygiene. Disposable gloves are provided for use in all First Aid applications and cleaning tasks.

## **First Aid**

A member of staff will administer First Aid to staff and pupils. The name of the designated first aid officer will be displayed on staff notice board in September. Minor injuries are treated with water, ice packs or band-aid. In the case of head injuries and breakages, a parent is contacted. All relevant incidents, whether to students, employees or members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or (in the event that the incident occurs in any place to which that paragraph dealing with hazards does not relate) to the Safety Officer.

All accidents must be logged in the incident book located in the office

Notices are posted in the office detailing:

- Arrangements for giving first aid.
- Location of first aid boxes.
- Procedure for calling ambulances etc.
- Telephone numbers of local doctor, hospital and Garda.

A First Aid box is available to staff in each class room at all times containing:

- Plasters
- Medical tape
- Cotton bandage
- Anti-septic wipes
- Burn cream
- Scissors
- Disposable gloves must be used at all times in administering First Aid.

## **Access to School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises should be required to identify themselves to the Principal or the Secretary before gaining admittance to the school. 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.

## **Depositing/Collecting Children**

Parents/guardians/carers must obey all signs upon entering the school grounds, in the interest of safety. Parents/guardians parking outside the school grounds are asked to accompany children to and from the school premises.

## **Revision of this Health and Safety Policy**

This statement shall be reviewed annually by the Board of Management of St Ita's Special School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Date: \_\_\_\_\_

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Chairperson of Board of Management