



Malahide Portmarnock Educate Together Secondary School

Safety Health and Welfare Policy

Mission statement

Malahide Portmarnock Educate Together Secondary School is committed to an inclusive student-centred educational experience based on collaboration, cooperation and creation. We strive to create a community of academic excellence which is welcoming, democratic, diverse and safe. Our vision is for students to become independent lifelong learners, who reach their full potential and become active members of society. In MPETSS we work to develop empathy and an understanding of difference in our ever-changing world.

COMMUNITY – COLLABORATION – CREATION

Roll Number 68308L
Swords Enterprise Park
Feltrim Road, Drinan, Swords, Co Dublin
K67 W9Y8

Safety, Health & Welfare Policy

This document is intended to provide details of the main policies of Malahide Portmarnock Educate Together Secondary School (MPETSS). It is intended to help parents and guardians understand the environment and approach of the school. This document was developed using the Allianz 'Guide to Insurance, Safety and Security in Schools' received in January 2017) and is regularly reviewed. The guide may be referenced throughout the policy

e.g. – Allianz Ch 5.0, p42. All feedback is encouraged and welcome.

In accordance with the Safety, Health, and Welfare at Work Act 2005, it is the policy of the Board of Management/VEC to ensure, so-far-as is *reasonably practicable* (Allianz Ch. 5.0, p42), the safety, health, and welfare at work of all staff and to protect pupils, visitors, contractors, and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors, and pupils of the school.

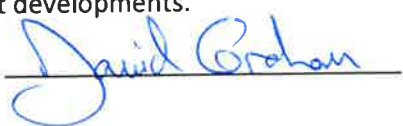
It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health, and welfare of all staff.

The Board of Management, as employer, undertakes in-so-far-as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards, and codes of practice;
- provide information, training, instruction, and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate, and effective;
- consult with staff on matters related to safety, health, and welfare at work;
- provide the necessary resources to ensure the safety, health, and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors, and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it considering changes in legislation, experience, and other relevant developments.

Signed:



Date:

09/04/2024 Chairperson, Board of Management

Rationale:

The policy represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management also considers its duty-of-care in the school and this must be an integral part of any Health and Safety Policy.

Relationship to the Characteristic Spirit of the School:

This policy reflects the overall ethos of the school which states: Malahide Portmarnock Educate Together Secondary School is one of several equality-based schools throughout the country. The representative organisation for these schools is Educate Together.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education. The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education & Skills and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit.

This has been defined in the following terms:

- Equality-based i.e. all children having equal rights of access to the school, and children of all social, cultural, and religious backgrounds being equally respected
- Co-educational and committed to encouraging all children to explore their full range of abilities and opportunities,
- Child centred in their approach to education
- Democratically run with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (Source: Educate Together Charter)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context. The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious, and cultural diversity and difference of viewpoint and opinion make to society. The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

Information taken from the Educate Together website www.educatetogether.ie

Context

We have recently moved from Prefab buildings into a new building, Phase 1 of our permanent school. St Michael's House, Special school are now residing in the prefabs on our campus.

We will appoint a Safety Officer. This staff-member will be available to attend training in Health and Safety when these are available. We will liaise with St Michael's House safety officer regarding Health and Safety measures on the campus.

Aims:

With this policy, the school ideally hopes:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (as far as is reasonably practicable) to include the following areas
 - Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
 - Ensuring competent employees, who will carry out safe work practices
 - Ensuring safe access and escape routes
 - Ensuring safe handling and use of hazardous substances and equipment
 - Provision of safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment.

Safety Statement MPETSS:

Guidelines

An integral part of a school's Safety, Health & Welfare Policy is the preparation and display of a Safety Statement

Responsibilities of employer - Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health, and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees, including the provision of a safe place of work in which the risk of assault to teachers is prevented or minimised
- Prepare and update procedures to deal with an emergency and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health, and welfare
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies...)

Responsibilities of employees

Health and safety is everyone's responsibility. As a worker, you have legal duties designed to protect you and those you work with.

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- To tell your employer, if you are suffering from a disease or illness that adds to risks

Entitlements of safety representative of the Board of Management (Section 25 Safety, Health & Welfare at Work Act, 2005)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health, and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health, and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Carrying Out of a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks, and specifying the actions required to eliminate or minimize them. They will enlist the help of the teachers, safety officer, safety representative, caretaker, secretary and other relevant parties to carry this out. Hazards may include physical, health, biological, chemical, and human hazards. The HSA format will assist the recording of the whole process (see link below).

http://www.hsa.ie/eng/Publications_and_Forms/Publications/Education/Guidelines_on_Managing_Safety_and_Health_in_Post_Primary_Schools.pdf

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, students, parents, and others using the premises. These include policies which have already been brought before the board and those currently in development; such as... Internet and ICT Acceptable Use Policy (AUP), Anti-bullying, Child Safeguarding, Code of Behaviour, Critical Incident Management Plan, Parental Involvement, Relationship & Sexuality Education (R.S.E.), Special Educational Needs, Substance Use Policy and Vetting (Garda Clearance). This is not an exhaustive list. These policies shall be monitored and updated regularly. Also, a school environment audit shall be carried out annually in Term 2, again using the HSA format from their publication 'Guidelines on Managing Safety, Health and Welfare in Post-Primary Schools' available

http://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Interactive_Risk_Assessments_%E2%80%93_Primary/Tool-1-B-School-safety-and-health-management-audit-tool.pdf.

Health and safety are considered when any policy/plan is being drawn up e.g. PE, Art, Science, Technology, Home Economics etc. The duty of care is also considered in all areas and aspects of school life.

Procedures to deal with emergencies (section 3.6 of the guidelines)

- Emergency contact procedures
 - Contact details are updated annually by the school's secretary. The contact details are kept on VSware. The secretary also retains hard-copies and maintains the files. A copy of staff emergency contact details is also kept in the Critical Incident Management Plan.
 - The Principal, Deputy Principal and secretary have access to all records on VSware. Each individual class tutor has access to their own class' information on VSware
 - The secretary usually contacts parents/guardians in case of an emergency, though depending on the severity of the emergency, the Principal or a teacher may contact them
- Fire-drill and school evacuation procedures (Allianz, Ch 9.0, p67)
 - Fire-drills held on a regular basis
 - Teachers and pupils aware of the designated assembly points following evacuation of the building. Assembly points are clearly marked on the yard
 - Procedures for evacuation displayed near the door of each room
 - The school revises these procedures after each drill
 - New staff are notified of these procedures by the Principal at the first staff meeting each year. Staff taking up positions during the school year are informed by the Principal.
 - Students are notified of these procedures by the class tutors at the start of the year and they are regularly reminded throughout the year.
 - Special training is conducted and a separate evacuation plan for students requiring mobility assistance and evacuation chairs.
- An Incident form is kept in the Secretary's office -all staff who are witness to or who attend to an incident/injury, must complete one of these forms. These are kept on file in the office.
- A Serious Accident Procedure & Accident Report Form is available in the secretary's office and must be filled in by any staff witnesses to the incident and also those who administered first aid. [Health and Safety Authority Accident Report website \(hsa.ie\)](http://hsa.ie)

A report of this kind must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained during their employment
- An accident sustained during their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
- A Critical Incident Management Plan is in place in the school. Please refer to the plan. A copy of this and relevant accompanying information is available in the Critical Incident Management Plan folder located in the Office.

Exceptional closures

- In the event of an exceptional closure, parents will receive a text to their mobile device.

Health issues

- **Registration Form**
 - There is a section allowing parents to identify any allergies/illnesses and medications of a new child
- **Managing specific health issues**
 - Staff are made aware of the health issues in relation to certain pupils by the Principal and/or previous class tutor at staff meetings and/or on a one-to-one basis
 - Staff are made aware of the 'Managing chronic health conditions at school document'.
- **Administration of Medication** – refer to the Administration of Medicine Policy
 - Forms are completed by parents and signed on behalf of the Board of Management by the Chairperson or Principal
 - A copy is maintained for each child and all administration is documented and witnessed
- **Sickness or Injury**
 - If students are sick or injured, the secretary usually contacts parents/guardians, though depending on the severity, the Principal, the Deputy, or a teacher may contact them
 - Illnesses and contagious infections such as rubella, chicken pox etc. - See 'Infectious diseases in Schools: <https://www.education.ie/en/Schools-Colleges/Information/National-Emergencies-Public-Health-Issues/Management-of-Infectious-Disease-in-Schools.pdf>
 - Head-lice - Parents are notified by text, email or note. They are reminded to check their child's hair regularly and of ways in which to treat them if they're present.
- **School hygiene**
 - Children are encouraged to wash their hands. The use of wash facilities, including soap, are available in the student's toilets. Sanitizer dispensers are on every corridor.
- **General cleanliness of school environment**
 - The school employs contract cleaners to ensure a consistent standard of cleanliness throughout the school, including refuse, toilets, classrooms, floors etc.
- **First Aid**
 - Members of staff have a qualification in First Aid.
- **Healthy eating** – refer to the Healthy Eating Policy.
- **Water**
 - There is an adequate supply of drinking water in the school for staff and pupils via water fountains in the corridors and the tap water is potable.
 - Children are encouraged to bring an adequate supply of drinking water, to drink it regularly during the day and to refill if necessary.
- **Clothing/protection**
 - Parents/pupils are made aware of the need for proper clothing and protection.
 - This will be done on a day-to-day basis in relation to weather if required.
 - This will be done in relation to certain subjects in the Dress Code Policy or by the relevant subject teacher.

- This will be done in relation to off-site field-trips, excursions, and competitions by the organising teacher.

Safety and welfare issues - Students

Assembly and Dismissal of Pupils:

- **Assembly:**
 - Students may assemble each morning between 08.30 a.m. and 08.40 a.m. in the Community Space. They are supervised by teachers/senior members of staff. Parents should not drop students before 08:30 as they will be considered as 'not in our charge' (Allianz Ch 7.0, p 57) and will not be supervised. No responsibility is accepted for students arriving before that time.
 - At 08:30 the students will be let into the building and permitted to access their lockers. At 8:40am, students go to register in Tutor class or subject on Wednesdays.
 - No students should arrive later than 08:30.
 - All students arriving late for school are required to check-in with the Secretary via the Unique Schools tablet in the Foyer.
 - Students who take part in extra-curricular activities are of course welcome on-site and supervised during these activities. Parents must sign a consent form for students to participate in extra curricular activities. An attendance-record is kept by the teacher in charge of the activity.
- **Dismissal:**
 - Students may leave school at 13:10 on Wednesdays, and at 15:40 on all other days (or later, after their extracurricular activities have ended) and may then be collected from the carpark outside of the school campus by a parent/guardian/designated person. If the student does not meet their expected parent/guardian/designated person at the carpark, it is their responsibility to notify the secretary/management to facilitate contact with the expected parent/guardian/designated person and wait in the Foyer until collected.
 - The school cannot accept responsibility for looking after the children outside these stated times.
- **Ensuring student safety on the grounds**
 - Traffic flow – Generally only staff cars are permitted on campus, with the exception of traffic for drop off and collection at St Michael's House School, for the students and staff from our ASD Classes who use the Transport provided and parents/guardians dropping off or collecting students who may be ill or have a disability which prevents them from accessing school without support.
 - Parking - There are designated 'Set-down' areas and a 'Staff Parking' area.
 - Footpaths – The school can be accessed by all from the entrance. There are some ramped footpaths and curb ramps to ensure safe access for all.
 - All visitors (including parents) will report to the office, sign-in, and if remaining in the school will wear a visitor-identification badge. Visitors will also sign-out when leaving the school.
 - The students may congregate in the yard and community space during breaks. These areas are supervised by teachers during break-times.
 - If the management decide that the weather is too poor for students to spend break-time outdoors, they will be supervised in the community space and several classrooms if necessary.
 - Parents/visitors should avoid turning-up unannounced at school (unannounced early collections; seeking meetings; etc.) in-so-far as practicable. Please contact the office in advance.

- Students leaving the school premises during the school day e.g. dentist or doctor appointment
 - The parent/guardian notifies the management/office by note via Unique Schools App, **in advance** of the departure e.g. earlier that morning.
 - On arriving to collect the student, the parent speaks to the secretary or management.
 - Students from 2nd year up can sign out if they have a confirmed permission from their parents on the App, first years must be collected. Students with Support Education needs require a Parent/Guardian to collect them. the child being collected.
 - Depending on the situation, the secretary either calls the student to the office or calls to the classroom to tell the teacher. This varies dependent on the individual needs of the child.
 - A Guardian who authorises a student to leave the school unaccompanied should request this in writing (signed and dated) supplying an authorisation note using the following wording; ***"This is to acknowledge that I/we have requested the Board of Management and Teachers to allow our child/children (named) to leave the school premises at (time...). We are aware that some accident may befall the child/children on the way home from or their return to school and we hereby absolve the Board of Management and Teachers from all claims of every nature and kind in respect of any injury or loss or accident which may be suffered by the child during these times."***

- Supervision of Pupils:
 - See Guidelines from Allianz Ch 7.0 p 55
 - Supervision in the event of a teacher being absent
 - Students are supervised by a nominated teacher from the duty roster prepared by the Deputy Principal, or a substitute teacher appointed by the Principal. Cover-teachers are informed via VShare or a daily notice in the staffroom.
 - The proper level of supervision in any particular instance is a matter for the Board and/or teaching staff. In considering the proper level of supervision, the age, maturity, and number of students as well as the topography of the area concerned will be taken into account.
 - Students should never be left to supervise.
 - The supervision roster for yard duty is clearly displayed on each teachers' timetable on VShare.
 - On days deemed (by Management) too inclement for outdoor break-time, students will be supervised indoors by the rostered teachers.
 - These duty rosters are kept by the Deputy Principal for the school-year as part of the school records.
 - Day-to-day supervision in the yard and school-buildings – the responsibility of the teacher is that of 'reasonable care' Allianz, Ch 7.0, p 56.

- Incident / accident reports
 - In the yard: Records of incidents at break-time are logged by the teacher on duty.
 - Minor accidents are logged at the office by the teacher on duty.
 - In-class: individual records are kept by the teachers and reported to tutors/management.
 - Serious Incident/Accident – Records are written the accident report form kept in the secretary's office. These records are written by the principle staff member involved. The Principal reads this and retains a separate copy if deemed necessary.

- Code of Behaviour and Anti Bullying Policy
 - Refer to school's policy for dealing with behaviour which causes a risk to others.

- Allegations or Suspicions of Child Abuse
 - Refer to Child Protection Policy and Child Protection Guidelines.
 - Refer also to MPETSS Teachers Handbook.
 - The school's Child Safeguarding Policy, in line with Child Protection Guidelines, is followed in the case of an allegation or suspicion of child abuse.

- School tours / outings – In accordance with trips/outings/tour policy.
 - Upon starting in the school, parents/guardians sign permission-slips for their children to attend incidental outings.
 - Prior to the tour/trip, teachers contact the site of the tour and discuss any safety concerns.
 - Teachers follow the Trips documents guidance, as detailed by the Principal and available on the Staff online team.
 - Teachers brief the students on safety aspects of the trip in the days prior to the trip
 - A note outlining the itinerary, cost, appropriate clothing, and any other safety concerns is sent to parents prior to going on tour. Permission slips are also attached. These must be returned to the organising teacher prior to the trip
 - Teachers bring an emergency contact list, first aid box and phone with them on tour.
 - Teachers regularly carry out headcounts e.g. getting on/off the bus, changing locations, before the bus departs, after lunch and toilet breaks.
 - Teachers ensure all children are wearing their seatbelts prior to the bus departing each location.

Safety and welfare issues - Staff

- Garda clearance
 - The school ensures that all successful staff at interview have recently been vetted by the Gardai.
 - See details in School Vetting Policy passed by the Board in December 2016.
- The school endeavours to maintain a high standard in its 'duty of care' to all staff by encouraging a positive and safe environment and taking precautions to ensure that this exists e.g. clear signs, planned evacuation procedures etc.
- Positive Staff Relations: Refer to 'Working Together. Procedures and Policies for Positive Staff Relations'.
 - Practices to support positive staff relations in the school include;
 - Internal communication digital signage in staff room, rotating staff-chaired staff meetings, circulation of minutes, emails.
 - Process of decision-making – in-so-far-as is possible, staff are called upon to make decisions based on consultation and consensus within the school community e.g. adoption of school plans/policies etc.
 - Effective school policies and procedures – all teachers are aware and have a soft copy (TEAMS) of school plans, policies, practices, and procedures
 - Mutual respect
 - A sense of fairness
 - Informal meetings and communication e.g. outings, positive news texts etc.
 - Staff are made aware of the procedures to address cases of adult bullying/harassment or how to initiate a grievance procedure at staff meetings, informal meetings, emails from Principal, through access to policies and reminders to read policies. These procedures are as follows:
 - Stage 1 – Decide to address the problem
 - Stage 2 – Informally address the problem
 - Stage 3 – Involvement of the Principal and/or Chairperson of the Board of Management
 - Stage 4 - Referring the matter to Board of Management for further investigation
- Assaults on Teachers/School Employees: See MPETSS Handbook (in development)

Practices that create and maintain a culture where acts of violence are not tolerated include;

 - Good practice for the conduct of communication between home and school
 - Admitting parents/visitors to the school e.g. dropping students in the morning, collecting early, 'appointment-only' meetings
 - Arrangement of and facilitation of parent-teacher meeting
 - A detailed Positive Behaviour Policy, which is available online for all to view

- Clear complaints procedure in place
 - Parents should always go to the subject teacher first. In most cases, things can be resolved at this level. The teacher will inform the principal of any serious complaints.
 - At this stage, if a parent feels that the issue has not been resolved, they are welcome to make an appointment with the Deputy Principal to discuss the matter.
 - At this stage, if a parent feels that the issue has not been resolved, they are welcome to make an appointment with the Principal to discuss the matter.
 - If they still feel unhappy with the outcome, you can then bring your concerns to the Board of Management of the school. In order to do this, the concerns must be put in writing and addressed to the Chairman of the Board of Management
- In the event of an incident occurring, the procedures outlined below should be followed;
 - The incident should be immediately reported to the Principal. All staff are encouraged to then debrief with a trusted colleague of their choice. The details of the incident are recorded by the teacher in their own notes and the Principal in his/her notes
 - Where necessary, immediate medical assistance should be sought
 - The matter should be reported to the Gardaí, where appropriate. The report would normally be made by the teacher who was assaulted. However, the Principal may also report it.
 - The Board of Management should be notified of the incident and, where necessary, an emergency meeting of the Board should take place. The Board should notify its legal advisers of the assault. The Board's insurance company should also be notified.
 - Where the assault is by a student the matter should be dealt with in accordance with the school's Code of Behaviour.
 - Repeatedly aggressive students should be referred to NEPS and/or CAMHS and/or ASD service, with the consent of the parents, for psychological assessment in order to assess the student's social and emotional needs and to determine how these can be best met
 - Where the assault is committed by a parent/guardian, the parent/guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently, the Board should correspond with the parent/guardian stating:
 - That the Board considers the matter unacceptable
 - What action the Board intends to take
 - Outlining what pre-conditions before access to the school is restored
 - Applications for leave of absence, in relation to a member who has been assaulted, should be forwarded to Primary Payments Section of the Department of Education & Skills
 - Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the Board of Management under their Insurance Policy
- Employees work in a reasonably comfortable and safe environment that is well heated and ventilated, appropriately lit, suitable chairs etc.
- There are safeguards in place for pregnant staff members e.g. they are notified immediately in the event of an infectious diseases and encouraged to seek immediate medical advice on how to proceed
- Training in Manual Handling, First Aid and Evacuation Chairs has been given to all SNA and Caretaker staff. PE teachers are also receiving First Aid training.
- Training will be provided in the school year 2022-23 in how to use fire extinguishers. Due to the increase in staff numbers and new location, the Board of Management will look into providing further training in the near future.

- The caretaker is provided with appropriate safety gear upon request
- Procedures followed by cleaners include
 - Vacuum cleaner leads not trailing on the floor
 - Safety signs clearly visible – wet floors.
- Equipment and materials
 - Lawnmowers, ladders, and any other equipment associated with school maintenance stored in a safe area i.e. the locked outside shed and internal store rooms and are not accessible to children.
 - Designated teaching staff, board members, parent association members, cleaners and the caretaker have access to this.
 - Solvents, chemicals, cleaning agents are stored in the Cleaners' Store Rooms. These storage areas are kept locked. The key holders with an internal master key have access to this
 - Computers, laptops, and other technologies are stored safely.

Success criteria of Safety, Health & Welfare Policy

The policy will be successful if it has

- Created of a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- Ensured understanding of the school's duty of care towards students
- Protected the school community from workplace accidents and ill health at work
- Outlined procedures and practices in place to ensure safe systems of work
- Complied with all relevant health and safety legislation (so-far-as is reasonably practicable) to include the following areas;
 - Provision of a safe workplace for all employees – teachers, SNAs, Secretary, Caretaker, etc.
 - Ensuring competent employees, who will carry out safe work practice
 - Ensuring safe access and escape routes
 - Ensuring safe handling and use of hazardous substances and equipment
 - Provision of safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment.

Roles and Responsibility The people who have particular responsibilities for aspects of the policy and how they fulfil their role include the

- Board of Management
- Safety Officer – Angela Burke
- Safety Representative –Aoife Kelly Gibson
- Fire Officer-Derek Dunne-Caretaker
- Each member of staff

Implementation Date

This policy will be implemented immediately.

Timetable for Review

The Health and Safety Policy will be reviewed in the first term of each academic year or as the need arises. The next review for this policy will take place during school year 2023-24. The HSA also recommend that a review should be conducted when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA inspector.

Ratification & Communication

- Date of ratification: 09/04/2024

To be Reviewed in 2024-25

Chairperson of the Board

David Graham

Principal

Aoife Kelly Gibson

Appendices:

- 1 MPETSS accident report form.
- 2 MPETSS school audit form.
- 3 MPETSS Health and safety action plan template
- 4 MPETSS Health and safety school-planning template
- 5 MPETSS Health and safety action plan meeting template
- 6 MPETSS Health and safety action plan training record template
- 7 MPETSS Health and safety action plan record of receipt
- 8 MPETSS Health and safety action plan inspection template
- 9 MPETSS Health and safety action plan inspection check sheet

