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Gurraneasig N.S.

Kilbrittain,

Co.Cork

P72 YP78

Health & Safety Policy

Whole School Plan

POLICY / STATEMENT

SUMMARY (A full version is held by the Board of Management).

This policy shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. 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.

HAZARDS

Hazards shall be divided into 2 categories.

- Those which can be rectified will be dealt with as a matter of urgency.
- Those that cannot will be clearly indicated & appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources & circumstances allow.

FIRE

- An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified & regularly serviced by authorised / qualified persons. Each fire extinguisher has instructions for its use.
- Fire drills / evacuation procedure take place at least once a term.
- Fire alarm is clearly marked.
- Signs are clearly visible to ensure that visitors are aware of exit doors & routes.
- All doors, corridors & entries shall be kept clear of obstruction.
- A plan of the school shows the assembly points outside the school.
- Assembly areas are marked outside the building.
- Exit signs are clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods & when the building is empty.
- A written log of the above drills will be kept in the staff room. i.e. times etc. of drills and service dates of equipment.

CONSTANT HAZARDS

Machinery, kitchen equipment, electrical appliances and cleaning agents are to be used only by competent / authorised persons.

ELECTRICAL APPLIANCES

Before using any appliance the following are checked:

1. All safety guards which are a normal part of the appliance are in working order.
2. Power supply cables / leads are intact & free of cuts or abrasions.
3. Leads of appliances are unplugged when not in use.
4. Suitable undamaged fused plug tops are used & fitted with the correct fuse.

5. Official guidelines issued by the Health and Safety Authority are followed.

CHEMICALS

All chemicals, photocopier toner, detergents etc are stored in clearly identifiable containers bearing instructions & precautions for their use. They are kept in a safe area & protection is provided to be used when handling them.

DRUGS & MEDICATION

All drugs, medications, etc are kept in a secure cabinet. Access is only by trained / authorised personnel.

WELFARE

To ensure the continued welfare of the staff and children, toilets & cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea & lunch breaks may be taken. Adequate facilities for waste disposal are available. An adequate supply of hot & cold water, towels and soap is available.

Members of staff & students are reminded:

1. A person, who is under medical supervision (e.g. asthma) or on prescribed medication & who has been certified fit for school / 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 appropriate tasks for the person to carry out in the interim.
2. Staff & 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.

HIGHLY POLISHED FLOORS

Every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted after school hours to eliminate the danger of slipping. Where floors are wet, warning signs shall be used.

SMOKING

The school is a non-smoking area to avoid hazard to staff and pupils of passive smoking.

BROKEN GLASS

Staff are asked to report broken glass to the Principal so that it may be immediately removed.

VISUAL DISPLAY UNITS

Advice contained in the guidelines on the safe operation of visual display units, issued by the Health & Safety Authority, is to be carefully followed.

INFECTIOUS DISEASES

These shall be notified & steps taken to ensure the safety of staff and students against all such diseases. Sound principles of cleanliness, hygiene and disinfection are used. Disposable gloves for use in First Aid applications, cleaning tasks, etc are available.

FIRST AID

- Mrs. Frances Harrington is trained to provide First Aid to staff and pupils.
- Notice is posted in the Staffroom detailing location of First Aid box & the telephone numbers of the local Doctor, Gardaí and Hospital.

Local Doctors

Millbrook Medical Centre
Milbrook,
Clonakilty Road
Bandon
023 8841132

The Weir Health Clinic,
Riverview Shopping Centre,
Bandon,
0238852918

Dr. Bohane,
11 Oliver Plunkett Street,
Bandon
023 8842253

Kinsale Medical Centre
Emmet Place
Kinsale
021 4772253

Out of Hours Doctor
South Doc 1850 335 999

Emergency Services

112/ 999

Local Hospitals

Bandon Community Hospital 023 8841403
Cork University Hospital, Wilton
021 4922000 / 021 4546400

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|-----------------|------------------|---|
| ➤ Local Gardaí: | Bandon | 023 8852200 |
| | Kilbrittain | 023 8849666 |
| | Kinsale | 021 477 2302 |
| ➤ Parish Priest | Fr. Jerry Cremin | Kilbrittain 023 8849637 |
| | | Emergency Tel: 087-785 7712 |
| | | email: mail@frcremin.com |
| | | Email: parish@kilbrittain.net |

All incidents, no matter how trivial & whether to employees, students or members of the public must be reported immediately to a staff member. This is necessary to monitor the progress of safety standards & to

ensure that the proper medical attention is given where required. An Accident Report File is maintained for the recording of all accidents & incidents.

Properly equipped First Aid Boxes are maintained and available to staff at all times. First Aid Boxes to accompany staff on all out of school events or activities.

ACCESS TO THE SCHOOL

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant, before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises.

While work is in progress, any noise shall be avoided wherever possible during school hours & shall at all times be reduced to the minimum necessary. The contractor / workers shall not create any hazard, permanent or temporary, without informing the Principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

DROPPING OFF & COLLECTING CHILDREN

All parent / guardians / carers in the interest of safety, must obey all signs upon entering the school grounds.

If someone other than a parent / usual collector is collecting the child(ren), please inform the appropriate staff in advance. We reserve the right to be cautious.

CAR PARKING / ONE WAY SYSTEM

An informal one way system has been adopted during our start & finish times, around the school. If you don't know about it, please ask. The one way is used by the parents of the school.

Please be considerate to the locals, they are not party to this informal one way system.

Please note that the road does not belong to the school & the local people do not abide by the one way system, so be prepared to meet traffic. The local community use the road as usual.

Please be aware and DRIVE SLOWLY & CAREFULLY.

- 1. Always slow down in the vicinity of the school.**
- 2. Parents are requested NOT TO PARK IN THE ENTRANCE TO THE SCHOOL, but to park safely in the school vicinity.**
- 3. Those parking outside the school grounds are advised to accompany children to and from the school premises.**
- 4. No car is to be left idling when dropping / collecting children.**
- 5. DO NOT BLOCK neighbouring entrances / laneways or any access areas.**

DENTIST / DOCTOR - NURSE VISITS

1. **Dentist** Dental appointments with the Health Service Executive (HSE) are normally once every two years. Appointments are sent direct to the child's home address. The school does not organise this, it is the responsibility of the parents and through the HSE.
2. A dental hygienist nurse visits annually, to emphasise the importance of oral hygiene and healthy eating.
3. If your child has any dental problem(s), please contact the dentist direct on telephone number:
Pubic Health - Dental Clinic Bandon - 023 8866938
H.S.E. Southern Area
Health Clinic
Bridewell Court
The Gully
Bandon
4. **Doctor - Nurse** Relevant forms are sent direct to the school. These are then distributed to the children – please check your child's school bag. The nurse attends in advance of the doctor, to check audio and visual senses. This is then followed through with a doctor's visit. Children with eyesight / audio impairment/s are monitored regularly.

Doctor visits are for:

- Junior Infants, 1st Class & 6th Class.

PUPIL PERSONAL INSURANCE

This is organised by the Parent Association for a 24hr policy cover for each child.
Details / costs will be available at the start of each school year.

Ratified by Board of Management on _____
Date

Signed _____
Chairperson, Board of Management