

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 119921

Tel: (021) 4661622 Email: office@whitegatens.ie Website: www.whitegatens.ie

Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the Policy of the Board of Management of Scoil Cholmáin, Whitegate N.S. to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work/school activity. The successful implementation of this policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

It is recognised that hazards 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 students, staff and visitors.

The Board of Management of Scoil Cholmain, Whitegate N.S., 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, health and welfare matters pertinent to the activities of the school.
- Continually improve the system in place for the management of occupational safety, health and welfare 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, students, contractors and visitors.

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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.

Introduction and school profile

Relationship to the characteristic Spirit of the School

The Board of Management of Scoil Cholmáin is committed to the creation of a safe and healthy working environment for all members of the school community. This policy embodies the spirit of the school as laid out in the Mission Statement for Scoil Cholmáin. (please refer). Scoil Cholmáin, Whitegate NS is located in Whitegate, a village in East Cork.. Currently its staff of people include permanent teachers, temporary teachers, Special Needs Assistants (SNA's), Caretaking Staff and Secretary. At present, there are 95 pupils enrolled in the school. The school at different times throughout the year also has a number of adults/college students carrying out work experience with the staff. The attached "school hall" is school managed after school hours. This Safety Statement has been written in consultation with Martin McKeogh (Allianz), Health & Safety Advisor with the assistance of the staff, the Safety Representative, the Principal as well as the board of management of the school. This revision has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety

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statement applies to the welfare and safety at work of employees under the management of the Board of Management. This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels. The Board of Management aims to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Day to day responsibility for health and safety rests with all staff at all levels within the school. The Safety Statement will be revised on an on-going basis by the Health and Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

Circulation List

The following people will be issued with a controlled copy of the Safety Statement and the Health & Safety Representative will supply any changes or upgrades to the Scoil Cholmáin Primary School master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages.

Principal	Helena O' Neill
Chairperson of Board of Management	Denis Healy
Health & Safety Representative	Laura Hyde

The working copy of the Safety Statement is located on file in the office and in the staffroom. It will be available for viewing by any employee. The Safety Statement will in the future be introduced to all new employees at their Induction Training.

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Safety Policy Statement

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. The safety and health of all Scoil Cholmáin employees and pupils is an important objective of the school. Each of us at all levels of the school must cooperate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed. Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Laura Hyde.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area at least once a term. This will provide an on-going upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a baseline for management to build on. In order to increase safety awareness, it is necessary for management and staff to have hands-on involvement in support of the Safety Statement.

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Scoil Cholmáin will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times. In particular, the Scoil Cholmáin Board of Management will:

- ❖ Provide a team structure that will value the health and safety of all personnel.
- ❖ Lead by example and respond to all reasonable health and safety concerns.
- ❖ Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- ❖ Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- ❖ Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- ❖ Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- ❖ Regularly review this Safety Statement and any other safety related documents.
- ❖ Carry out on-going assessments of our operations through the medium of audits and inspections.

Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

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Staff List

Helena O' Neill

Laura Hyde

Yvonne Dunne

Kay Furlong

Sarah Downes

Catherine Terry

Niamh Ladden

Laura O' Shea

Ann Lehane

Michelle Dorney

Yvonne Manning

Mairead Ryan

Svetlana Dudka

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Aims:

With this policy, the school strives:

- 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 (so far as is reasonably practicable) to include the following areas:
 - ❖ Provision of a safe workplace for all employees of the school
 - ❖ Awareness raising of staff who will carry out safe work practices
 - ❖ Ensuring safe access and escape routes
 - ❖ Ensuring safe person handling practices for staff – manual handling courses

Guidelines:

An integral part of a school's Safety, Health & Welfare Policy is the preparation and display of a Safety Statement which embodies the commitment of the school community to the creation and maintenance of a safe and secure school environment for its members.

Roles and Responsibilities

Responsibilities of employer - Board of Management

- Provide and maintain a workplace that is safe
- Manage work activities to ensure the safety, health and welfare of employees

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- 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 is prevented or minimised
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety – BOM safety representative – Laura Hyde
- Provide training and information to staff including induction training for new staff members
- Report serious accidents to the Health and Safety Authority
- Consult annually (audit) 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. All employees have legal duties designed to protect themselves and those they work with.

Responsibilities include:

- To cooperate with staff team to ensure that the Health and Safety law is implemented
- To utilize the risk register system to report all risks and hazards observed
- Not to engage in improper conduct, not to be under the influence of an intoxicant
- To attend Health and Safety training as organized by the school

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Entitlements of safety representative of the Board of Management - Laura Hyde

(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
- Make representations to the employer on matters relating to safety, health and welfare
- Consult and liaise with the staff

Responsibilities of Safety Persons

One safety officers, *Laura Hyde* with principal *Helena O' Neill*

(Safety, Health and Welfare at Work Act 2005 (Section 26 and Schedule 4).

The safety persons will help plan, monitor and evaluate safety and health throughout the year.

To do this they may:

- Facilitate the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Board of Management must sign off on the safety statement prior to implementation within the school.
- Assessments, control measures, accident reports, audits and reviews of the SMS are evaluated and appropriate actions taken;

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- Seek to address significant and/or longer term developments. These may be implemented over a longer period of time or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations);
- examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
- examine whether resources are being used effectively for maintaining and improving the SMS;
- provide ongoing evaluation of safety and health practice in the school and the safety committee's procedures and their effectiveness.
- The safety persons also consult on other safety matters, e.g. review of the accident and incident register and programming of work within the school which impacts on safety, health and welfare.
- The safety persons will help plan, monitor and evaluate safety and health throughout the year. To do this it may:
 1. agree how scheduled meetings will be convened, minuted and reported upon during the school year;
 2. outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned safety and health actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.);
 3. outline roles and responsibilities of all in line with legislation, e.g. the employer, employees, any person acting on behalf of the Board of Management, e.g. the Principal, safety officer or safety coordinator (if appointed), safety representative, contractors, pupils and visitors;

Duties of Contractors

- All contractors engaged by Scoil Cholmáin must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and

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Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Scoil Cholmáin will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- The school will provide the school regulations and instructions relating to safety and health.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- The contractor must make direct contact with the principal before initiating any work on the school premises.
- Any noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and workmen shall not create any hazard, permanent or temporary, without informing the principal and shall mark any such hazard with warning signs or other suitable protection.

Risk Assessments

Carrying out of a Risk Assessment

A hazard is anything which has a potential to cause personal injury or ill health.

Each year, the Board of Management will carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them.

The BOM Safety Representative (Laura Hyde) will enlist the help of the school staff and other relevant parties to carry out this annual risk assessment.

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Hazards may include physical, health, biological, chemical and human hazards. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the workplace, equipment, procedures and records to date. School staff and visitors who may detect a hazard or hazardous operation are requested /obligated to report such without delay through the Risk Register system. Using the HSA format from their publication ‘Guidelines on Managing Safety, Health and Welfare in Primary Schools’ available on

http://www.hsa.ie/eng/Education/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf will assist therecording of the whole process. Please refer to Part 2, Pages 18-110. See Appendices for forms used :

- Appendix 2 :Hazards /risks/ controls template
- Appendix 3: Annual school audit - fire safety
- Appendix 4: Annual school audit- school environment (internal/external)
- Appendix 5: Internal (Room) Inspection check sheet

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated as far as resources and circumstances allow. The two hazards listed below are ongoing hazards for staff due to the remit of Scoil Cholmáin in supporting children and trauma and significant EAL needs. See Risk assessments

- 1. Challenging behaviour
- 2. Stress

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, pupils, parents and others using the premises. These include:

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Acceptable Usage (AUP), Anti-Bullying, Child Protection, 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 are monitored and updated regularly. Also, a school environment audit is carried out annually also using the HSA format from their publication ‘Guidelines on Managing Safety, Health and Welfare in Primary Schools available on: http://www.hsa.ie/eng/Education/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf - refer to Part 2, Pages 5-8. Health and safety items are considered when any policy/plan is being drawn up e.g. PE, Visual Arts, etc. The duty of care is also considered in all areas and aspects of school life.

Emergency procedures, fire drill, and serious accident procedures

Procedures to deal with emergencies

Emergency contact procedures

- Contact details for students are kept (school enrolment form) on student file in the office – student filing cabinet.
- A copy of staff next of kin contact details are kept in the Critical Incident Management Plan.
- The principal usually contacts parents/guardians in case of an emergency, depending
- on the severity of the emergency.

Fire-drill and school evacuation procedures (See p. 45-49 A Guide to Insurance, Safety and Security in the School, Church and General)

- Fire-drills held on a regular basis- once per term
- School personnel and pupils are aware of the designated assembly points following evacuation of the building. Assembly point is clearly marked inside the front gate
- Procedures for evacuation displayed near the door of each room
- The school revises these procedures after each drill

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- New staff are notified of these procedures by the Principal.
- Pupils are notified of these procedures by the class teachers when they join the school

Accident Report Form - See appendix

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 the employee if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents the employee 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 Policy is in place in the school. Please refer to the policy.
- A copy of this and relevant accompanying information is available in the office
- Exceptional closures
- In the event of an exceptional closure, parents receive a letter of notification or a text to their mobile device

Health items

Enrolment Form

- There is a section allowing parents to identify any allergies/illnesses

Managing specific health issues

- Teachers, SNA and Social Care Staff are made aware of the health issues in relation to certain pupils at the proposal meeting with CAMHS teams and by the Principal to other staff members on a need to know basis.

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 (in student file)

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Sickness or Injury

- If children are sick or injured, a member of staff contacts parents/guardians.

Illnesses and contagious infections such as rubella, chicken pox etc. -

- See ‘Infectious diseases in the Primary School: Health Service Executive (H.S.E.)

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 hot water and soap, are available in each classroom

General cleanliness of school environment

- The school employs contract cleaners (weekly deep clean) to ensure a consistent Standard of cleanliness throughout the school - refuse, toilets, classrooms, floors etc

First Aid

- Two members of staff have a qualification in First Aid training received in the 22/23 academic term

Water

- There is a boiled water notice in Whitegate and so the tap water is not drinkable. Containers of water are available in the staff room when required

- Children are encouraged to bring an adequate supply of drinking water from home 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

Student Safety and Welfare items

Assembly and Dismissal of Pupils

Assembly:

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- Students assemble each morning between 8.50 a.m. and 9:00 am in the front yard
They are supervised by school SNA staff and/or teacher

- Primary Class teachers collect their class at 9:00 a.m. from the front yard

Dismissal:

- Students on bus transport – teachers on duty to supervise students while they are seated in the bike shed. They are walked to the bus with a staff member at the front and back of the line.

- In the event of a child not being collected, he/she is kept in the waiting area beside the office or classroom, while school staff calls home.

Ensuring pupil safety on the grounds

- Parents park outside of school gate
- Only infant parents can come to the door for the first week of school if necessary, otherwise all children will be dropped at the gate.
- Supervision at all times between 8:50 am - 9:00 am on front yard
- Bus drop off and collect outside main gate
- School staff (2 staff members minimum) supervise students during break times, 11:00am - 11:10am & 12:40pm - 1pm

Pupils leaving the school premises during the school day e.g. dentist or doctor appointment

- The parent notifies the teacher by note/ phonecall / in person in advance of the departure e.g. earlier that morning

Supervision of Pupils: See Guidelines from Allianz website, www.allscoil.ie

Supervision in the event of a teacher being absent

- Children are supervised by other teacher /principal/staff until either a substitute teacher arrives or they are divided between the classes
- The supervision of students is the duty of the teachers along with SNA's at snack times and lunchtimes

Incident / accident book

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- Records of minor incidents are noted in daily notes (school office)
- Minor accidents are written in the rear of the book – parents notified (in person /call /note).
- In-class – individual records are kept by the teachers.
- Serious Incident/Accident – Accident or Incident form (see copy in appendix) completed, signed and filed in the filing cabinet in the office. Additional records may be written by the staff member involved if the incident warrants. The Principal reads this and retains it in the file along with the report.

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. Also refer to
 - CPSMA Management Board Members Handbook.
 - The school's Child Protection Policy, in line with Child Protection Guidelines, is followed in the case of an allegation or suspicion of child abuse

School tours / outings

- Refer to the school's policy for school outings.
- Clear complaints procedure in place
- Parents should always communicate with the class teacher / SNA first. In most cases, issues can be resolved at this level. The teacher/ SNA/ 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 principal to discuss the matter
- If they still feel unhappy with the outcome, they can then bring 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 Chair of the BOM.

Staff welfare items

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- Garda Vetting
- The school ensures that all successful staff at interview will have recently been vetted by the gardai, and will be vetted by Scoil Cholmáin
- Repeat vetting of existing staff every five years. Vetting procedures abided by in accordance with Garda Vetting Circular
- 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. INTO 2000 and the CPSMA Management Board Members’ Handbook Practices to support positive staff relations in the school include:

- Strong commitment to positive school ethos and environment – happy and
- mindful focus
- Weekly review meetings of students attended by all involved staff and decisions made on the basis of respect for input/opinion/perspective of each individual member of staff
- Internal communication board, staff meetings, circulation of minutes, emails
- Friday afternoon debrief session for all staff in staffroom - 1:30 to 2.00
- opportunity to identify challenge and receive support/advice
- Process of decision-making – insofar as is possible, staff are called upon to make decisions on the basis of consultation and consensus within the school community e.g. adoption of school plans
- Effective school policies and procedures – all school staff work together to review school policies, practices and procedures (most recently - January 2023 - September 2023
- Mutual respect
- A sense of fairness
- Informal meetings and communication e.g. outings, positive news texts etc.

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- Staff are made aware of the procedures to address cases of adult bullying/ harassment or 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 Bo M

Stage 4 - Referring the matter to Board of Management for further investigation

Assaults on School Employees: See circular

- 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 children in the morning, collecting early, ‘appointment-only’ meetings
- Arrangement and facilitating parent-teacher meeting
- A detailed Code of Behaviour which is available in the office and will be available on the school website
- Clear complaints procedure in place
- Parents should always communicate with the class teacher first. In most cases, issues 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 principal to discuss the matter
- If they still feel unhappy with the outcome, they can then bring 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 Chair of the BOM.

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- In the event of an incident occurring, the procedures outlined 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 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 pupil the matter should be dealt with in accordance with the school's Code of Behaviour and as provided for in Rule 130(5) of the Rules for National Schools
- Repeatedly aggressive pupils – IBMP designed and followed by staff team to ensure safety of all concerned, pupils, staff and visitors
- 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

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of Education & Skills – See circular

- 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
- Pregnant staff members - The Board of Management is committed to protecting both the pregnant employee and the unborn infant from injury during the course of work. On receiving notification that a staff member is pregnant, the Principal assesses the specific risks to the staff member and takes action to ensure that she is not exposed to anything which may damage either her health or the health of her developing child. In the case of a pregnant staff member working with a very physically dangerous student, steps will be taken to rearrange staff allocations to remove the pregnant member from potential danger. Also she will be notified immediately in the event of an infectious disease in the school and encouraged to seek immediate medical advice on how to proceed.
- Employees are entitled to work in a reasonably comfortable and safe environment that is well heated and ventilated, appropriately lit, suitable chairs etc.

Procedures followed by cleaner include

- Carrying out work on Monday/Wednesday/Friday evening from 2:30pm - 5:30pm when school vacated (as much as possible)
- Vacuum cleaner leads not trailing on the floor
- Safety signs clearly visible – wet floors.

Equipment and materials

- Ladders and any other equipment associated with school maintenance stored in a safe area i.e. outdoor storage shed
- Solvents, chemicals, and cleaning agents are stored in a locked cupboard in the supply room.
- Computers, laptops and other technologies are stored safely in classrooms or Principal's office

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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 pupils
- 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, SNA's & staff
 - ❖ Ensuring competent employees, who will carry out safe work practices
 - ❖ Ensuring safe access and escape routes

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 representative – Board member - Laura Hyde
 - Safety Representative – Staff – Helena O' Neill
 - Each member of staff
 - Implementation Date - 28th of August 2023

Timetable for Review

The Health and Safety Policy will be reviewed annually or as the need arises. It was most recently reviewed in August 2023

Ratification & Communication

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

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This revised plan was ratified by the Board of Management in 2023.

Signed: _____

CHAIRPERSON OF BOM

Date: _____

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