



St. Michael's House Special National School

Raheny

HEALTH AND SAFETY STATEMENT June 2024

1. Health and Safety Policy

The Board of Management has a commitment to ensure that the school is as safe as is reasonably practicable. The safety statement outlines the health and safety management system that the school has in place.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and/or visiting the school.

This policy requires the co-operation of all employees. It 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.

The Board of Management is committed to:

- Manage and conduct school activities so as to ensure the safety, health and welfare of staff, pupils and all visitors (clinicians, parents etc)
- Prevent improper conduct or behaviour likely to put staff and others' safety and health at risk.
- Provide safe means of access and egress.
- Provide safe plant and equipment.
- Provide safe systems of work.
- Prevent risk to safety and health from any article or substance.
- Provide appropriate information, instruction, training and supervision.
- Provide appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated.
- Prepare, review and revise emergency plans.
- Designate staff for emergency duties.
- Provide and maintain welfare facilities.
- Appoint a competent person to advise and assist in securing the safety, health, and welfare of staff.

This safety statement has been prepared following consultation with employees, staff and management.

2. Introduction and School Profile

This safety statement outlines the health and safety policy of St. Michael's House Special National School, Raheny and in doing so aims to fulfill the requirements of all relevant legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007.

The Board of Management under the patronage of St. Michael's House runs Raheny school. As such Raheny SNS will adopt and follow SMH policies and procedures as appropriate and where requirements are not set out by the Department of Education and Skills.

Raheny SNS is a school that provides a service to pupils with Moderate and Multiple General Learning Disabilities. Both ambulant and non-ambulant pupils require some form of assistance and supervision when arriving and leaving the building.

The school is a two storey building located on Raheny Road, Raheny. The junior classrooms, canteen, hall and staffroom are located on the ground floor and the senior classrooms, sensory room, sensory pod and dark den room, soft play room, library, home economics room, assisted bathroom, and music room are located on the first floor.

The school staff consists of:

- o 52 pupils
 - o 9 teachers (including 3 Assistant Principal II posts)
 - o 25 SNAs
 - o 1 Administrative Principal
 - o 1 Administrative Deputy Principal (From September 2024)
 - o 1 school secretary, 1 chef and 2 cleaners
- Clinicians visit the school at varying times during the school year.

2.1 Resources for health and safety in the school

St. Michael's House health and safety department are available to provide advice and support to the school in relation to health and safety matters. Additional health and safety resources that are required are requested through the Board of management.

3. Roles and responsibilities

3.1 Board of Management:

- Complies with its legal obligations as employer under the 2005 Act.
- Ensures that the school has written risk assessments and an up to date safety statement.
- Reviews the implementation of the SMS (Safety Management System) and the safety statement.
- Sets safety and health objectives.
- Receives reports on safety and health matters and matters arising from same are discussed.
- Reviews the safety statement at least annually and when changes that might affect workers' safety and health occur.
- Provision for the particular needs of individual pupils.
- Reviews the school's safety and health performance.
- Allocates adequate resources to deal with safety and health issues.
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

3.2 St. Michael's House – patron body

- To support the Board of Management in fulfilling its duties under health and safety legislation.
- Provide advice around health and safety issues and concerns as requested.

3.3 Designated person for safety and health acting on behalf of the Board, e.g. the Principal:

- Complies with the requirements of the 2005 Act.
- Reports to the Board of Management on safety and health performance.
- Manages safety and health in the school on a day-to-day basis.
- Communicates regularly with all members of the school community on safety and health matters.
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed.

3.4 Post-Holders (with particular functions in safety and health):

- The assigned Health and Safety representative must fulfill the duties as assigned including:
 - Complete a Health and Safety Audit of the school every two months with the Deputy Principal.
 - The Assistant Principal II post holder, with duties relating fire safety will:
 - Organise a fire drill once a term
 - Distribute a fire safety report to each class and perform a school report each month.
- Although ultimate responsibility for safety and health rests with the employer, the deputy principal must fulfill those duties assigned to which he/she agreed. These include:

- Complete a Health and Safety Audit of the school every two months with the safety representative.
- Review all classroom audits every two months with the safety representative.
- Reports to the Principal on safety and health performance.

3.5 Safety Representative

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, Raheny School recognises the right of all employees to elect a Safety Representative and also recognises the duties and rights attached to such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- A safety representative has the right to information as is necessary to ensure the health and safety of employees at the place of work.
- The Safety Representative shall be informed when an inspector from the H.S.A. enters the place of work, and shall accompany the inspector on an inspection tour, if requested.
- The Safety Representative has the right to make representation to the Board of Management on any aspects of health and safety.
- The Safety Representative, in conjunction with the Deputy Principal, may investigate accidents and dangerous occurrences provided he or she shall not interfere with or obstruct the performance of statutory provisions.
- The Safety Representative has the right to make oral or written representation to inspectors on any health and safety issue.
- Receive advice and information from H.S.A. inspectors.
- Attend interviews with employees after an accident / dangerous occurrence, if required.
- Carry out safety inspections with prior consent and agreement.
- Investigate potential hazards and complaints made by other teachers or employees.
- Accompany an inspector on the investigation of an accident by prior request to do so.
- Receive, without loss of remuneration, time off from his/her regular duties for the purpose of acquiring knowledge to discharge his/her functions, and time off to discharge this function.
- The Safety Representative shall not be placed at any disadvantage in relation to his employment for discharging his/her function.
- In the absence of the Principal and Deputy Principal has responsibility for H&S in Raheny SNS.

3.6 Teaching/Non-teaching staff:

- Comply with all statutory obligations on employees as designated under the 2005 Act.
- Read and understand the Safety Statement.
- Co-operate with school management in the implementation of the safety statement.

- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Check that any equipment is safe before use.
- Select and appoint a safety representative(s).
- Take care of their own safety and that of any person who may be affected by their action or omissions at work.
- Report accidents, near misses, and dangerous occurrences or faulty equipment to relevant persons as outlined in the safety statement.
- Use Protective Equipment provided and safe systems of work to eliminate unavoidable risks.

3.7 Other School Users:

Other school users, e.g. pupils and visitors should comply with school regulations and instructions relating to safety and health.

3.8 Contractors

The school organizes and manages emergency building related works if necessary and also has responsibility for organizing any other necessary works. The St. Michael's House technical services department can be contacted but are no longer in a position to assist us.

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Raheny School 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.
- Raheny 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 his 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.

4. Risk assessment

Hazards

Raheny School is committed to identify hazards and to make suitable provisions for the elimination or reductions of those found to be present. To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources to fulfil this role as required and as deemed necessary. 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 work place, equipment, procedures and records to date.

Our staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Principal. The hazards listed below are the main risks to staff while working in Raheny SNS. These include:

- 4.1 Challenging Behaviour in the classroom or playground (Appendix 1)
- 4.2 Slips, trips and falls (Appendix 2)
- 4.3 Manual handling (Appendix 3)
- 4.4 Chemical handling and storage (Appendix 4)
- 4.5 Food Safety (Appendix 5)
- 4.6 Administration and storage of medication (Appendix 6)
- 4.7 School Trips General (Appendix 7)
- 4.8 Unauthorised access and egress (Appendix 8)
- 4.9 Fire in the school (Appendix 9)
- 4.10 Alighting and Embarking on School transport (Appendix 10)
- 4.11 First Aid (Appendix 11)
- 4.12 Playground equipment and general supervision (Appendix 12)
- 4.13 Safe use of assistive equipment (Appendix 13)
- 4.14 Use of the Soft play room (Appendix 14)
- 4.15 Access and Egress (Appendix 15)
- 4.16 Traffic around the school grounds (Appendix 16)
- 4.17 Pregnancy (Appendix 17)
- 4.18 Use of nappies/pull ups (Appendix 18)
- 4.19 Class Division (Appendix 19)

Individual Risk Assessments conducted where any risks in these assessments have not been predicted/addressed.

Pregnant Employees

Raheny School provides specific risk assessment for their pregnant employees. The risk assessment is reviewed as regularly as needed and is discussed with the staff member on an on going basis. (Appendix 17)

5. Welfare Facilities

Raheny School provides suitable welfare facilities in accordance with applicable statutory provisions. We recognise that this provision is an essential element in securing safety, health and welfare for all.

Suitable washing and sanitary facilities

To include water flush toilets with washing facility which is subject to daily cleaning.

Canteen

There are 2 staff rooms available for staff, which includes facilities to make tea/coffee and heat/prepare their own lunches. Staff must co-operate in maintaining a high standard of hygiene in these areas.

All hot drinks are required to have a lid if taken from the staffroom.

Drinking Water

Of suitable drinking quality as provided by council services.

Medication/ Intoxicants

Employees must not come to work whilst under the influence of intoxicants or while taking medication that may affect their ability to carry out duties safely.

Clothing/ Jewelry/ Accessories

Comfortable, respectable clothes and footwear must be worn. Jewelry must be kept to a minimum, e.g. no dangly earrings, necklaces, bracelets, etc.

6. Emergency procedures, fire safety, first-aid, accidents, and dangerous occurrences

6.1 First Aid and Medical Attention.

- All SNAs are trained in First Aid and the use of a defibrillator. First Aiders are requested to attend First Aid courses every two years.
- The First - Aid box is provided and stationed in the filing cabinet in the secretary's office. A second one is kept in the assisted bathroom upstairs. It is the responsibility of the Staff Representative and the Deputy Principal to ensure these boxes are fully equipped. A defibrillator is located in the secretary's office.
- When a child is enrolled in the school, information is sought on any known allergies and / or sickness and specific illnesses such as diabetes etc.
- In case of a medical emergency, an injured person should be taken to the nearest hospital.
- It is important that First - Aiders keep records of any treatment given.

- It is also the school's policy that in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor depending on the severity of injury.
- Any incidences of injury to a child's head should always be reported to the parents as soon as it possible.
- Failure to contact parents/guardian in the event of an emergency means that the pupil is taken to Temple Street Hospital.
- If necessary, the insurance company may be informed.

6.2 Emergency Evacuation

On discovery of Fire

1. Operate the fire alarm system to alert the rest of those in the building that there is a fire, (unless the fire alarm has already activated). – by using their key to activate the Manual Fire Alarm-unit (red glass window to raise the alarm, green manual key operated unit to open doors). **ALL STAFF MUST HAVE THE KEY ON THEIR PERSON AT ALL TIMES DURING SCHOOL HOURS.**
2. Only intervene with the fire if it is small (only a single burning item). Ensure you have the correct extinguisher and know how to use it.
3. Call the Fire Brigade immediately (**Do not rely on the monitoring company to ring the fire brigade**).
 - (a) Lift receiver and dial 999/112
 - (b) Give the operator your telephone number (8511600) and ask for the Fire Brigade.
 - (c) When the Fire Brigade replies say there is a fire at:
St. Michael's House Special N.S., Raheny Road, Raheny, Dublin 5 D05 FN34
State clearly that it is a St. Michael's House School providing a service to people with learning disabilities. Do not replace the receiver until the address including Eircode has been repeated correctly by the fire brigade.
4. Locate the room *on fire*, evacuate and close all doors, evacuate building. (Please note if the fire is a single burning item consider extinguishing the fire using appropriate equipment if safe to do so.) The Principal and secretary will go to the fire panel and see where the fire is. The secretary will check the lift to ensure it is empty.
Use the exits furthest away from fire.
5. If you hear the Fire Alarm:
 - (a) Leave building, close all doors and go to the relevant assembly point-see evacuation map, at the back of each door in each room.
 - (b) In the case of a staff member with the responsibility for a pupil/s this staff member has to ensure that the pupil/s are evacuated safely from building (see class evacuation plan).
 - (c) Visiting clinicians who are engaged with pupils will evacuate students they are working with and assemble at nearest assembly point (see evacuation map).
6. Evacuate all occupants and move them away from the fire area in the direction of the appropriate exit-(see evacuation map).
7. Move ambulant occupants first, then move those requiring assistance as soon as possible.
8. Be familiar with the mobility of pupils (as detailed on the Fire Safety – Class Evacuation Plan) and evacuation chair and albac blanket usage for certain students.
9. Every teacher will take charge and will ensure no one is left in the classroom or toilet.

10. The secretary will stay by the intercom system to inform staff and non-ambulant pupils in the stairwell of progress and whether to evacuate or not.
11. The Principal will collect on exit and take charge of the padlock keys, mobile phone and roll books. The secretary/Principal/Deputy Principal should have keys on their person.

Once Outside:

1. Go to the assembly point as indicated in each area's evacuation map which is designated to the school. The staff and pupils should remain here until told otherwise.
2. Take care of vehicular traffic and possible fire tenders that may access the site in order to fight the fire.
3. Ensure everyone is accounted for; the Principal will conduct a roll call. Any missing persons should be communicated to the Principal.
4. Relocate classes if needed while you await the fire brigade's arrival on site. They will advise on whether the fire has been extinguished and whether the building can be occupied again.
5. The secretary will meet the fire brigade on arrival and advise them of the location of the fire, any dangers i.e. oxygen storage and if any persons are missing.
You are looking for the person in the white hat.
6. If the staff and pupils are required to evacuate the school grounds, the assembly point will be the Grange Woodbine Club, across the road from the school.

Relocation:

1. Bring the school phone containing contact details.
2. The Principal/secretary will remain on site to meet the fire brigade.
3. In the event that the Principal, Deputy Principal, secretary and school fire officer are absent then a fire safety team comprising of an SNA and a teacher (Rachael O'Connor, Jenny Fleming and Aine Scott 2024/2025) will follow the plan.

Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

- (a) Fire detection equipment.
- (b) Fire extinguishers and other means of fire prevention.
- (c) Warning systems.
- (d) Exit signs.
- (e) Emergency lighting and notices.
- (f) Appropriate instruction and training of staff.
- (g) The holding of evacuation drills.
- (h) Safe means of escape.

Firefighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.

- There is a fire fact file present, which is regularly updated and documented
- Tadhg Martin (Deputy Principal) and Roisin Clynes (Staff Representative) have been designated as the local fire and deputy fire officers.
- Staff will be trained by a school appointed Fire Advisor in the use of fire extinguishers and fire safety.

6.3 Accident Recording & Notification

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.
- Any accident or dangerous occurrence must be notified to the Principal or person in charge as soon as is reasonably practicable.
- The Principal will then carry out an investigation into the incident (as deemed necessary). A full record of the incident will be written into the school's Accident forms, or more detailed notes will be kept in the child's file, depending on the nature of the accident.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the School to notify the HSA if the following applies:
 - The incident is included in the dangerous occurrences outlined in the 12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and
 - If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non working days)
 - In the case of death. If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
 - A pupil that is injured as a result of a work related activity and requires medical treatment by a registered medical practitioner

Notification to the HSA must be given. This is completed online through the HSA website by the Principal and the Deputy Principal in her absence.

6.4 Procedure for percutaneous bites

- Any staff member that has received a bite needs to
 - Encourage bleeding of the wound under running water
 - Wash the wound thoroughly.
 - Cover the wound with a waterproof dressing.
 - Report the incident to the Principal.
 - SMH Infection control Nurse or Nurse Manage on Call to be advised.
 - Follow Guidelines as Per Policy Document "Guidelines for the Management of Occupational Blood Exposures St. Michaels House"

7. Procedures to be implemented in the event of an assault on an employee

Raheny school endeavors to provide a safe environment for all its staff. It has a duty under Section 8 of the Safety, Health and Welfare at Work Act 2005 to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees. Circular 0061/2017 and Circular 0062/2017 outlines the regulations and procedures regarding the Scheme for Leave of Absence following Assault for registered teachers and special needs assistants (SNA) employed in schools. Assault is defined as:

physical contact from a third party causing physical injury to a teacher/ SNA in the course of the teacher's/ SNA's duties and during approved school activities.

In the event of an assault the following procedures should be followed:

1. The incident should be reported immediately to the Principal, or to the Deputy Principal, in the Principal's absence.
2. The staff member involved will remove him/herself from the situation to a safer environment.
3. The incident will be recorded on the school's Significant Incident Report Form.
4. The staff member will be seek medical assistance, where necessary.
5. If the staff member is absent for three days or more, the Health and Safety Authority will be notified by the Principal.
6. The incident will be reported to the Gardai, where appropriate.
7. The school will ensure that all appropriate safeguards have been put in place to protect persons at risk and to prevent, in so far as is practicable, the occurrence of assault.
8. The Application Form will be completed by the teacher/ SNA and the Principal, will be forwarded to the Department of Education and Skills (DES) within a week of the incident occurring and be accompanied by copies of the required reporting documentation. Where in exceptional cases the teacher/ SNA is unable to complete his/her part of the application within a week of the incident due to physical incapacity, this period may be extended by the employer – applications must be forwarded within a reasonable period in this event.

8. Health and safety training for staff Information, Training & Instruction

Raheny School will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare. It is our wish to have a workforce and pupils that are pro-active and aware of health and safety. We will provide adequate finances to achieve this objective.

There are a number of training requirements that have been identified for staff that are working in Raheny SNS. They are as follows:

- Health and safety Induction training including Hand Hygiene and Fire Safety
- Manual handling training
- Challenging Behaviour and CALMS training
- First Aid training
- Risk assessment training (Principal & DeputyPrincipal)
- Teachers also avail of ongoing training themselves; these records are stored on school file.
- Clamping on school transport (where appropriate)

Mandatory Health and safety training and training that is run by SMH is provided and organized through the SMH Staff Training and Development department and outside agencies if applicable.

The principal or Assistant Principal II with duties including staff training, monitors the training needs for the staff in the school. The SMH Staff Training and Development department can be contacted to obtain this information when requested. The APLI contacts the Staff Training and Development department to organize any training/refresher that is required. Any other training deemed necessary is organized and provided by Raheny SNS.

9. Consultation

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign off as having read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or the introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

9.1 Safety representative

Raheny School recognises that employee involvement in health and safety is an integral part of the operations of the school and sees health and safety as being of value within these operations.

Thus, the Board of management encourages employees to elect from their ranks a Safety Representative.

The Safety Representative will consult with the Principal and the Board of management through procedures on any relevant health and safety issue. The Board will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

The Board of Management will provide any necessary training and information to the Safety Representative in accordance with Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfill his/her duty.

10. Measuring performance

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements.
- The school safety and health policy and the written risk assessments contained in the safety statement.
- Safety and health objectives, as part of the school plan
- The Board of Management meetings will contain Health and Safety on the agenda.

Internal safety inspections and Health and Safety Audits

Every two months the Deputy Principal and Staff Representative will complete a health and safety checklist of the building. Every classroom team will complete a health and safety checklist of their classroom every two months. This is to highlight any environmental or system issue that will need to be addressed. Reports are then submitted to the Principal. On a quarterly basis these checklists are discussed with the Chairperson of the Board to review on-going health and safety issues for the school. The Board of Management will be made aware of its findings and recommendations for any corrective actions that are required.

Results from audits will be combined with information from ongoing measuring of performance to improve the school's overall approach to safety and health management.

11. Non-compliance by employees

If employees disagree with the Safety Statement, every effort will be made to ensure that they fully understand the relevance and importance of the Safety Statement. If an employee continues to not comply with the Safety Statement, this will be discussed with the School Principal and if non-compliance persists, the Principal will refer to the DES Grievance Procedures.

12. Links to other school policies

This statement should be read in conjunction with the schools Code of Behaviour, Anti Bullying Policy and the school's Enrolment Policy.

13. Ratification and Review

This statement was ratified by the Board of Management in **June 2024** and will be reviewed annually. This policy will be made available to parents/ guardians of children in the school and placed on the school's website.

Chairperson, Board Of Management.

