



Health and safety Policy

Health and Safety Statement

It is the aim of Dunamase College to provide a safe and healthy environment for its students, staff and visitors to the school to prevent any risk to their safety. The management of the school understands its legal obligations to follow and fulfil its requirements under the Health and Safety at work Act 2005. Other school policies are connected to this policy: Code of Conduct policy, Anti-bullying policy, ICT Acceptable Usage Policy. The board of management, the staff and students of the school, play an active role in implementing these policies. A review of this policy will be carried out on a regular basis and updated as necessary.

The following requirements and dangers are acknowledged in order to ensure health and safety in the school

Implementation and Monitoring

- Tomás O Murchú / Seán O Freaghaille are the Safety Officer in the school.
- An advisory officer will be nominated on an annual basis to work with principal on matters regarding health and safety in the school
- The board of management accepts responsibility to ensure conditions of health and safety in the school are followed.
- A health and safety inspection will be carried out on an annual basis by a member of staff.
- Matters of health and safety will be discussed at staff meetings and any additional danger risk will be identified and control measures put in place.
- A member of staff will be appointed to monitor the play yard and the school environment on a daily basis.
- Staff and student will be encouraged to monitor and report risks regularly.
- The principal will be notified of any risks that are indentified to ensure control measures are put in place.

- The principal is responsible on behalf of the board of management to put control measures in place for risks that are identified.
- In case of problems related to structure of the school, the board of management and the LOETB will be notified????

According to the Health and safety at work Act 2005, it is the responsibility of every member of staff to:

- Take reasonable care of their safety, health and the interests of others during the duration of their work.
- Ensure proper use of machinery, instruments, and substances etc.
- Ensure proper use of Personal Protective Equipment (PPE).

Monitoring of students

- Students are always supervised in the school environment
- Two teacher and Special Need Assistant (SNA) will monitor the hall, the corridors and the yard at lunch time. One teacher supervises from 8.05 am until 8.20am in the morning time. The principal/vice principal supervises after school.
- All student are asked to leave the school at 3.30 pm (from Monday to Thursday) and at 12.45 pm on Friday except where activities are arranged and planned outside of these hours.
- Students are asked to move directly from room to room swiftly between classes and are not permitted to use locker or attend bathroom without permission from the teacher.

Practical Subjects

It is recognised that there are increased risks in the practical subjects (Physical education, Home Economics, Science, Technology.). There are specific rules and regulations in terms of health and safety for students partaking in these classes. The rules are explained at the start of the year and reviewed throughout the term.

The School Grounds

- All rules in relation to the yard and the school environment are explained to he students by the year head and the principal/vice principal.
- Students are not permitted to climb the fences or any area that the teacher in charge may think pose a danger to them
- Students will not be permitted to play in the yard when it is frozen.
- Students are not permitted to leave the school during school hours.

Clean environment

- Students are responsible for putting their own rubbish in the bins provided and there is an emphasis of recycling. (referred to in OSSP class).
- A cleaner and care taker are employed to keep school clean and will be alerted if any situation arises that poses a risk to safety of member of the school environment.

Use and Handling of chemicals in the school

- Chemicals and cleaning products will be locked away when not in use
- The correct clothing and equipment will always be used and available when handling chemicals in the school.
- All classroom will be locked except for when a teacher is present.

Protective Equipment (PPE)

- All necessary PPE will provided in the practical subject classes (Home economics, science, technology, Art and persona education)
- It is responsibility of the teacher in charge to ensure all students are wearing the correct PPE when needed.

Fire drill and Emergency exits

- A fire escape plan is displayed on the door in each room in the school with emergency exits clearly marked on them and exits and assembly point will be known by everyone in the school.
- A fire drill will be carried out once per term.
- The principal or someone nominated by the principal will check the emergency exits and directions on a regular basis.
- The teachers will provide ongoing monitoring of their classroom, fire extinguishers and escape plans and fire exits. They will report any concerns to school management.
- Fire extinguishers are available , clearly seen in every room and will be serviced regularly.
- A fire alarm with a particular sound
- A regular service will be carried out on all fire safety equipment.
- A first aid box is available in the kitchen, science room, technology room.
- Gas containers in yard are surrounded by a safety fence.

Health awareness and practices

- In SPHE, PE, and science classes students will be taught about personal health and how to lead a healthy lifestyle.
- Healthy food will be discussed with the students to promote the understanding between healthy food and healthy lifestyle. Students are encouraged to bring a healthy lunch to school.

Injury and sickness

- A first Aid box will be brought on any school outing.
- It is the policy of the school not to administer medication to any student.
- Students will not be permitted to take medications in the school without the written consent of the parent being given to the school.
- Parents/guardians will be contacted in the event of injury or sickness.
- If the parents or guardians of the child cannot be contacted for any reason the school will make any arrangements necessary to ensure the health and safety of the student.

Prescriptions/drugs/medications

- No teacher is permitted to give medication to student without the written consent of his/her parents.
- If it is the case that a student is taking medication the school must be notified.
- There is a first aid box available in the science, home economics, and staff room. They will be monitored and filled as necessary.
- The school has a Defibrillator stored in the staff room. The following staff are trained in it's use Shane Rigney & David Farrell
- There is a list of students and medications available along with contact numbers of the parents/guardians.

Details of health problems

- There are questions on the school entrance form that requests information in relation to the health of the student. Parents must inform school management of any health problems and provide relevant information in relation to medication.
- In the case of students with allergies, parents must provide this information to the management of the school. The responsibility is on the parents to provide the relevant information in relation to allergies.

First Aid Qualification.

It is advisable that at least two teachers complete a first aid course on a regular basis and training on use of a defibrillator.

PRACTICAL SUBJECTS

- In line with Department of Education guidelines there will be no more than 24 students in any practical classes.
- The floor must be kept clean and dry and all walkways clear from school bags or other items that could pose a risk to health
- If any student endangers another student he/she will be sent to year head/deputy principal/Principal.

This policy was ratified by the Board of Management on _____

Síniú _____

Appendix 1 The laboratory science room

- The laboratory should be kept locked at all times except when there is a teacher present. The storage room and chemical store shall be locked at all times when not in use.
- The rules in the laboratory will be communicated on a regular basis to emphasize their importance.
- The rules in relation to fire safety equipment shall be explained to the students.
- The keys to the door will be in possession of the science teacher and copies held by the caretaker, and principal's office.
- The keys to the preparation room and chemical store will be in the possession of the science teacher and other copies available in the principal's office.
- Gas supply will be turned off in the case of gas leaking.
- The teacher will ensure that knives and all dangerous equipment are locked away when not in use.
- Storage area will be kept tidy.
- Chemicals- The science teacher will ensure that the following are implemented in relation to storage, safety and use of chemicals in the laboratory:
 - Chemicals locked in chemical store room
 - Doors in science room locked when vacant.
 - First aid box and fire box available in classroom.
 - Eye wash bottle and safety glasses available in the laboratory. Safety glasses are worn by all students during practical classes.
 - Fume chamber is used for dangerous chemicals and is serviced regularly.
 - Used equipment is cleaned and unsuitable equipment will be disposed of
 - Chemicals will be disposed of in a safe and correct manner.

Appendix 2 Home Economics Room

- The economics room is kept locked when vacant.
- The electrical equipment will be switched off outside school hours.
- All electrical equipment is plugged out when not in use.
- There is a first aid box visible in the classroom.
- There is a fire box and fire extinguisher visible in the classroom.
- Rules for Cooking in the GCPL.
- The usual school rules will be implemented and students will follow the teachers instructions.
- Arrange the classroom for cooking class
- Walk carefully
- Wear an apron
- Use oven gloves
- Turn in handles in saucepans
- Handle knives carefully.
- Close cupboards after use.

- Ensure you have ingredients every week.
- Wash your hands before and after cooking.
- Remove jewellery.
- Cover wounds with waterproof dressings.
- Turn off gas once you are finished
- Do not use electrical equipment with wet hands
- Keep floor dry and clean, if something spills alert teacher.
- If something breaks, tell the teacher
- Clean up after yourself!!
- **Health and safety in relation to food**
- These rules will be explained to the students at the start of the year and at times during the year
- Food storage correct temperature
- Defrosting food
- Cooling food quickly at the end of class
- Reheating food at home
- Cooking meat and poultry.
- Cross contamination
- Cleaning in the kitchen
- Food poisoning

Appendix 3 The art room

- Guidelines lines will be given to each student on how to keep the art room clean and the importance of a clean environment.
- The teacher will ensure that any and all instruments containing an edge or dangerous will be returned to ensure a safe environment.
- Theory classes:
ensure that a safe environment will be available at all times, from art materials that carry a risk
- There is a fire extinguisher visible in the room
- There is a first aid box available

Appendix 4: Physical Education

- Physical education is a practical subject and students must understand safety procedures and precautions
- At the beginning of the class the teacher will ensure that the sports venue is safe for the action planned for the lesson.
- If using the hall across the road, students are grouped in pairs and walk in an orderly manner to sports centre or hall.
- Students have to wear appropriate sports gear and PPE for physical education.

- Teachers are aware of any students with long term illness.
- Students must remove jewellery during class.
- The teacher must be dressed appropriately for class
- No outdoor activities during bad weather.
- Any injuries should be reported to teacher
- First aid box must be available for classes.
- All sports equipment must be returned and stored in its original place.

Appendix 5 Technology Room

- Students will be able to recognise hazards present in the class room.
- Key health and safety concepts will be explained in class.
- Differentiation will be made between hazard and risk.
- Control measures will be implemented for typical processes.
- Effectiveness of various control measures will be assessed on an on-going basis.
- Students will be able to demonstrate safe behaviour in the workshop.
- An importance will be put on personal responsibility.
- Unsafe behaviour will be challenged in class.
- Safety lines to be put in place when appropriate.
- Safety signage will be placed in the room at appropriate locations.
- Any injuries should be reported to the teacher
- Chemicals will be locked away when not in use.
- Shop coats to be worn by students when doing practical work.
- Safety glasses to be worn when using certain machinery.
- Door to be locked when workshop is not in use.
- First aid box will be available in class.