



## **BALLYOWEN MEADOWS SPECIAL SCHOOL**

### **HEALTH AND SAFETY STATEMENT & POLICY**

#### **Key Information**

<b>Review and Sanction date</b>	<b>By</b>
<b>14 June 2011</b>	<b>Board of Management</b>
<b>16 December 2014</b>	<b>Board of Management</b>
<b>18 November 2016</b>	<b>School Interim Manager</b>
<b>September 2017</b>	<b>School Interim Manager</b>
<b>September 2018</b>	<b>School Interim Manager</b>
<b>June 2022</b>	<b>Board of Management</b>
<b>30 September 2024</b>	<b>Board of management</b>

#### **Safety Committee:**

<b>Designated Health and Safety School Management Representative:</b>	<b>Thigam Padayachee</b>
<b>Designated Health and Safety School Officer:</b>	<b>Wendy Kenny</b>
<b>Staff Safety Representative:</b>	<b>Maria Santos Blanco</b>

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## **HEALTH AND SAFETY STATEMENT**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management, would ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at Ballyowen Meadows Special School (BMSS) 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 visitors to 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, 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, pupils, contractors and visitors.
- The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and in other relevant developments. 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 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 staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and/or visiting the school.

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;
- 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.
- Employees shall be consulted on matters of health and safety.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.

**Signed:**

Pat Kitterick, Chairperson of Board of Management, BMSS  
(signed copy on display in BMSS and stored on school file)

Date: 30/09/2024

This safety statement has been prepared following consultation with employees, both staff, parents and management of BMSS.

## **INTRODUCTION TO HEALTH AND SAFETY POLICY**

The Staff, Parents and Management of Ballyowen Meadows Special School (BMSS) have developed and agreed this Health and Safety Statement and Policy in line with the current requirements relating to safety, health and welfare. All Staff and parents were consulted during 2022.

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils and any person legitimately conducting school business and to the public. The Board of Management will ensure that, the highest standards of safety shall prevail and that, at a minimum, the provisions of the current legislation are applied.

This Safety Statement sets out the Safety Policy of the Board of Management of BMSS and the means to achieve that policy. This requires the co-operation of all employees. This document is available to all staff and it is incumbent on all staff to familiarise themselves with the content of this policy to ensure that appropriate consideration is given to matters relating to the safety, health and welfare of everyone in BMSS.

## **AIMS**

Specifically, the Board of Management wishes to ensure that, so far as is reasonably practicable, the following aims will be achieved:

- 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 all pupils and staff;
- To protect the school community from workplace accidents and ill health at work;
- To protect the school community from injury resulting from challenging behaviour;
- 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:
  - The design, provision and maintenance of all places are in a condition that is safe and without risk to the health of all employees, clinical support staff and pupils; and also visiting students and other visitors to the school;
  - To ensure competent employees, who will carry out safe work practices;
  - Safe access and egress routes;
  - Safe handling and use of hazardous substances and equipment;
  - Safe equipment including maintenance and use of appropriate guards;
  - Provision of appropriate personal protective equipment;

- The provision of instruction to staff on how to deal with pupils with challenging behaviour;
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health of its employees;
- The preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries, etc;
- The safety and prevention of risk to health at work in connection with use of any article or substance;
- The provision and maintenance of facilities and arrangements for the welfare of employees at work;
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of employees;
- The continuing updating of the Safety Statement;
- The provision of arrangements for consultation with employees on matters of health and Safety;
- The provision of arrangements for the selection from amongst its employees of a representative;

### **SCHOOL PROFILE**

This safety statement outlines the health and safety policy of BMSS 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.

BMSS will follow the policies and procedures here as appropriate and where requirements are not set out by the Department of Education and Skills.

BMSS is a school that provides a service to pupils with autism. All our pupils require a supportive, specialist school environment throughout the school day. The school aims to employ trained and experienced staff to meet the special needs of our pupils. Additionally, all of our pupils require assistance with arriving and leaving the school building. The Board of Management employs Bus Escorts to accompany all pupils travelling on school transport.

The school is located on Loughlinstown Drive and is a one storey building. There are 8 classrooms, a music classroom, sports hall, staffroom, junior and senior playrooms, relaxation room, multi-sensory room, two 2:1 classrooms, resources room, three staff toilets, two changing rooms, meeting room, library room, store rooms, a playground, secretary's office and Principal's office. There is a car park, turning circle, various grass areas and an outer perimeter within school grounds.

The school community staff consists of:

- 54 pupils
- 9 class teachers
- 1 part-time specialist music teacher
- 30.33 Special Needs Assistants
- 1 Administrative Principal
- 1 Administrative Deputy Principal
- 1 school secretary
- 1 caretaker
- 2 contract cleaners
- 15 Bus Escorts

Additionally, clinicians visit the school at varying times during the week.

### **Resources for health and safety in the school**

Health and safety resources that are required are requested by writing to the Board of Management.

### **ROLES AND RESPONSIBILITIES**

#### **The 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 regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and when changes that which might affect workers' safety and health;
- 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 BMSS.

**The designated person/s of Management Representative and School Representatives for safety and health acts on behalf of The Board of Management. The related duties and responsibilities are as follows:**

- 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;

**The designated person for health and safety officer acts as the school representative:**

Although ultimate responsibility for safety and health rests with the employer, the School Health and Safety Officer must fulfill the following assigned duties. These include:

- Complete a Health and Safety Audit of the school termly with the Safety Representative;
- Review all classroom audits termly with the Safety Representative.
- Reports to the Principal on safety and health performance;
- Organise a fire drill once a term;
- Oversee a check of First Aid Kit stocks once a term;
- Oversee and ensure risk assessments are conducted for school outings and if required visiting activities to school; **(See Appendix 1)**
- In the absence of the Principal, the Health and Safety Officer has responsibility for health and safety in BMSS.

**Staff Safety Representative**

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

**The role and statutory rights of the Staff 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 School Management on any aspects of health and safety.
- The Safety Representative, in conjunction with the Health and Safety Officer, may investigate accidents and dangerous occurrences provided he or she shall not interfere 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.



**Teaching and Non-teaching staff have the following responsibilities:**

- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Read and understand the Safety Statement;
- Co-operate with the Board of 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; **(See Appendices 5 & 6)**
- Check that equipment is safe before use;
- Select and appoint a staff 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.
- Follow risk assessments in place, notify Principal, Health and Safety Officer and Staff Safety Representative when a new risk assessment or amendment to an existing risk assessment is required.

**Other School Users:**

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

**Contractors**

Contractors employed by the Board of Management 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.

- BMSS 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.
- BMSS 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.

## **RISK ASSESSMENT**

### **Hazards**

BMSS is committed to identifying 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 fulfill this role on an annual basis or as required 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 who may detect a hazard or hazardous operation are obligated to report such without delay to the Principal. Failure to report an obvious and significant health and safety risk(s) may be grounds for disciplinary action. Visitors to BMSS are requested to report a hazard or hazardous operation to the Principal. The hazards listed below are the main risks to staff while working in BMSS. These include:

- Challenging Behaviour & related Injuries to pupils and staff
- Exposure to a blood borne infection and other biological hazards e.g. human waste, respiratory discharges, contact with broken skin
- Slips, trips and falls
- Manual handling activities
- Use and storage of cleaning chemicals
- Healthy Eating Policy & Food Safety – food handling
- Administration of medication
- School Outings
- Unauthorised access and egress
- Fire in the school
- School transport
- First Aid
- Playground equipment and general supervision
- Safe use of assistive equipment
- Staffroom safety
- Wet Corridors, wet grass areas.
- Kettles, oven and microwave equipment – hot surfaces, food/liquids
- Icy Surfaces in cold weather
- Sudden stormy weather
- Sports, play equipment, mats in P.E. Hall, O.T. Room, outdoors and in classrooms.
- Windows opening out
- Lawnmower
- Thorny bushes or protruding branches
- Transitioning through doorways

To minimise these dangers the following risk assessment must be followed in line with staff responsibilities. (see pages 7-8)

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances;

It is the policy of the Board of Management of Ballyowen Meadows Special School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management of Ballyowen Meadows Special School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Caretaker/Principal/Health and Safety Officer where appropriate).

### **Highly Polished Floors**

It is the policy of the Board of Management of Ballyowen Meadows Special School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed or repaired.

### **PREGNANT EMPLOYEES**

BMSS 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 ongoing basis.

The main known risk factor for pregnant employees in BMSS is considered to be when working directly with pupils who have demonstrated physically challenging behaviour, particularly when physically challenging behaviour is unpredictable. For this reason, specific consideration

is given to the class placement of pregnant staff members, with regard to levels of challenging behaviour exhibited by the pupils in the allocated class.

A written risk assessment will be completed and a copy provided to the pregnant employee. As part of this process, all efforts will be made to limit the likelihood of the pregnant employee being exposed to physically challenging behaviour and, in as far as is practicable, limit the pregnant employee's exposure to such behaviour. The Principal will discuss the class placement with the pregnant staff member to ensure that they are comfortable with their placement and the pupils with whom they are working.

In the event that it is not possible to place a staff member in a class with safety, then the option of pregnancy-related health and safety leave may be an option. Details of this leave may be referenced in circular 0017/2013 *Maternity Protection Entitlements For Special Needs Assistants in Recognised Primary and Post Primary Schools* and also in circular 0009/2013 *Maternity Protection Entitlements For Registered Teachers in Recognised Primary and Post Primary Schools*. Following application for this leave, an occupational health referral must be approved by Medmark and in the event that it is not approved the DES records the leave as sick leave.

## **WELFARE FACILITIES**

BMSS 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 to flush toilets with washing facility which is subject to daily cleaning.

### **Canteen**

There is a staffroom 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 this area.

**At all times, 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. Employees are referred to the BMSS Substance Use Policy for further guidance in this area.

### **Clothing/ Jewellery/ Accessories**

Comfortable, respectable clothes and footwear must be worn. Jewellery and accessories must be kept to a minimum to prevent injury, e.g. no dangly earrings, necklaces, bracelets, scarves that can be pulled tightly on neck etc.

## **EMERGENCY PROCEDURES, FIRST-AID, FIRE SAFETY, ACCIDENTS AND DANGEROUS OCCURRENCES**

### **Emergency Contact Procedures**

- Contact details are updated on an annual basis.
- Contact details of parents/guardians and emergency contact details are also requested for each child annually.
- The Principal and School Office will hold the contact details of all the pupils and staff in the school.
- Class teachers will hold the contact details of all the children in their allocated class via Aladdin.

### **First Aid and Medical Attention**

- All staff receive in-service training in First Aid on a bi-annual basis and are therefore trained to administer First Aid.
- We have a defibrillator in the secretaries office in the school. The secretary checks the battery of the kit, in their absence the Principal or Health and Safety officer will check the battery in the defibrillator.
- The staff trained in using the defibrillator are **(Insert staff names here)**.
- There are eight First Aid Kits in total. There are two First Aid boxes provided and stationed in the School Office, one for school trips. Each classroom has shared access to a First Aid box in Class 6, Class 5, Class 3, Junior play/cookery room, staffroom and Early Intervention class. It is the responsibility of the School Representative to ensure these boxes are fully equipped by asking staff in each area to check and

request refill items after each use. The first aid kits, ice packs and defibrillator are monitored additionally three times a year in each term. **(See Appendix 2)**

- When a child is enrolled in the school information is sought on any known allergies and / or sickness and specific illnesses.
- In case of a medical emergency, an injured person should be brought to the nearest hospital.
- It is important that staff keep records of any treatment given and record this information on the BMSS Incident Report Form. (See Appendix 4)
- It is also school 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.
- Failure to contact parents/guardian in the event of an emergency means that the pupil is taken to hospital.
- If necessary the insurance company may be informed.
- As soon as safely possible the Principal and Health and Safety Officer must be informed of an accident/injury.
- An Incident form is completed by all staff who witnessed or Administered First Aid any accident/injury. **(See Appendix 3)**

### **Emergency Evacuation**

It is the policy of the Board of Management of Ballyowen Meadows Special School that the school Fire Evacuation plan and Map **(see appendix 4)** are followed in addition to the following;

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Principal and Health & Safety Officer will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management & Health & Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Responsibility of Staff Safety Representative)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in their classroom must ensure it is kept clear.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every staff member's responsibility. Cleaners and care takers are responsible for their own items and work areas.
- (x) Bottled gas if on school grounds shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) Principal shall be responsible for overseeing fire drills and evacuation procedures.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
- (xiii) There is a fire fact file present, which is regularly updated and documented
- (xiv) The Health and Safety Officer (DP) and Staff Safety Representative have been designated as the local fire and deputy fire officers.

- (xv) They will be trained bi-annually by the Fire Safety Maintenance Company (HFS) in the use of fire extinguishers.

### **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.

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

### **EXCEPTIONAL CLOSURES**

During severe weather, BMSS will remain open, provided that access to and from the school remains passable and free from serious risk. This includes access by bus, car and walking.

In the event of access to BMSS being prohibited from opening by weather conditions or building fault, the Board of Management will exercise their discretion and make a decision regarding the possible exceptional closing of the school for health and safety reasons.

### **ACCIDENT RECORDING AND NOTIFICATION**

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to further reduce risks. **(See Appendix 3)**
- Any accident or dangerous occurrence must be notified to the School Principal or person in charge as soon as is reasonably practicable.
- The School Principal will then carry out an investigation into the incident (as deemed necessary). A full record of the incident will be recorded in the Ballyowen Meadows Special School Incident Report Form.
- 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 on line through the HSA website by the School Principal who also informs the Board of Management of this report.

#### **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
  - Fully complete a School Incident Record Form.
  - Seek medical treatment

#### **HEALTH AND SAFETY TRAINING FOR STAFF INFORMATION, TRAINING & INSTRUCTION**

BMSS 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 endeavour to provide adequate finances to obtain this objective.

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

- Health and Safety Induction training including Hand Hygiene and Fire Safety
- Manual handling training (every 3 years)
- Challenging Behaviour and Safety Intervention training (Full training followed by annual refresher course). Trainer : Paula Vance (teacher & AP2)
- First Aid training (Bi-annually)
- Risk assessment training (In-house, as required)
- Teachers also avail of ongoing training themselves; these records are stored on file in the school.

#### **Designated staff training is mandatory for all school staff.**

The School Principal or nominated person monitors the training needs for the staff in the school.

#### **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 introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.



### **Safety Representative**

BMSS 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 a Safety Representative to act from within the School Staff.

As the Staff Safety Representative will consult with the School Health and Safety Officer, the School Principal and the Board of Management through procedures on any relevant health and safety issue. The Board of Management 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 to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfill his/her duty.

### **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
- School Management meetings will contain Health and Safety on the agenda 3 times a year or more frequently if required.
- Health and safety audits are completed by school staff for all areas of the school each term, 3 times in academic year.
- An annual health and safety audit in August will take place of the building and its activities. This will be completed by the School Health & Safety Officer in September. The Board of Management is provided with a comprehensive report on its findings and recommendations for any corrective actions that are required.

### **INTERNAL SAFETY INSPECTIONS**

Every term, three times a year the Staff Representative will request Teachers to complete a health and safety checklist of the areas in the school in relation areas around the school and if relevant for the pupils in their class. This is to highlight any environmental or system issue that will need to be addressed. Reports are then submitted to the School Principal. On a termly basis these checklists are discussed with The Board of Management to review on-going health and safety issues for the school. Every classroom team will complete a hazard and risks checklist of their classroom every term. This is to highlight any environmental issue that will need to be addressed. 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.

### **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 the matter to the Board of Management who may then consult the DES Grievance Procedures.

### **LINKS TO OTHER SCHOOL POLICIES**

This statement should be read in conjunction with the following policies:

- Code of Behaviour
- Anti-Bullying Policy
- Child Protection Policy
- Supervision Policy
- Attendance Strategy (Incorporating Prevention of Infectious Diseases)
- Admissions and Participation Policy
- Transport Policy
- Substance Use Policy

#### **RATIFICATION AND REVIEW**

- This statement :
- was ratified by the Board of Management in June 2022 and will be reviewed annually.
- has most recently been reviewed by the Chairperson of Board of Management on 30/09/24.
- will be made available on request from the School Office to parents/ guardians.
- will be made available to all staff through the school Office 365 Staff Sharepoint Folders
- will be made available on the school website

# APPENDIX 1: RISK ASSESSMENT TEMPLATE



## Ballyowen Meadows Special School

### Detailed Hazard Identification and Risk Assessment

<b>Risk Assessment Location:</b>				<b>Assessor's Name:</b>		<b>Assessment Date:</b>		
<b>Hazard Identified</b>	<b>Is the Hazard Present? Y/N</b>	<b>What is the Risk?</b>	<b>Risk Rating H=High M=Medium L=Low</b>	<b>Controls (When all controls are in place the risk will be reduced)</b>	<b>Is this Control in Place? Y/N</b>	<b>Action/To Do List/Outstanding Controls</b>	<b>Person(s) Responsible</b>	<b>Signature and Date When Action Completed</b>
<b>Review Date:</b>								

## APPENDIX 2: FIRST AID KIT CONTENTS



### Ballyowen Meadows Special School First Aid Kits Contents Monitoring Record

*Please Record Refill items needed. There are 8 First Aid Kits located in; E.I. Class, Junior Playroom/cookery room, Staffroom, Class 3, Class 5, Class 6 and 2 in front office.*

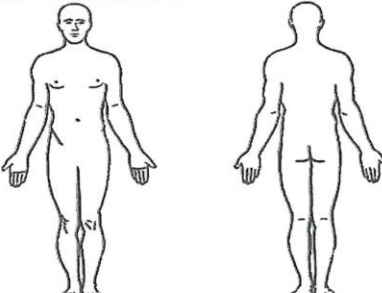
**First Aid Kit Location:** \_\_\_\_\_

**Monitoring completed by:** \_\_\_\_\_

<u>Materials</u>	<u>Quantity</u>	<u>No Required</u>	<u>Restocked Y/N</u>
Adhesive Plasters	20		
Sterile Eye Pads (no 16) With Bandage	2		
Individually Wrapped Triangular Bandages	2		
Safety Pins	6		
Individually wrapped sterile Unmedicated wound dressing Medium (No 8) (10x8cm)	2		
Individually wrapped sterile unmedicated wound dressings - large (no. 9) (13 x 9cms)	2		
Individually wrapped sterile unmedicated wound dressings - extra large (no. 3) (28 x 17.5cms)	2		
Individually wrapped disinfectant wipes	10		
Paramedic Shears	1		
Examination Gloves, pairs	5		
Sterile water (where no running water is available)	1x500ml		
Pocket Facemask	1		
Water-based burn dressing, small (10 x 10cm)	1		
Water-based burn dressing, large	1		
Crepe Bandage (7 cm)	1		



Section B: Details of injuries (if applicable)			
<b>Was anyone suffering from physical or psychological infirmity prior to the accident/incident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details.			
<b>Is this a report of a substance misuse-related incident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Was Medical attention Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details.			
<b>Outcome/result of above:</b>			
Type of accident/ incident		Type of Injury	
Injured/damaged by a person <input type="checkbox"/>		Fatality <input type="checkbox"/>	Scalds <input type="checkbox"/>
Struck by/contact with _____ <input type="checkbox"/>		Bruise <input type="checkbox"/>	Sprain <input type="checkbox"/>
Caught in/under _____ <input type="checkbox"/>		Concussion <input type="checkbox"/>	Not ascertained <input type="checkbox"/>
Slip/trip/fall <input type="checkbox"/>		Internal injury <input type="checkbox"/>	Trauma <input type="checkbox"/>
Road Traffic Accident/Crash <input type="checkbox"/>		Abrasion <input type="checkbox"/>	Unconscious <input type="checkbox"/>
Exposure to substances/environments <input type="checkbox"/>		Fracture <input type="checkbox"/>	Burns <input type="checkbox"/>
Manual handling <input type="checkbox"/>		Torn ligaments <input type="checkbox"/>	Other (please specify)
Property damage <input type="checkbox"/>		Open wound <input type="checkbox"/>	
Part of body injured			
Head (except eyes) <input type="checkbox"/> Chest abdomen <input type="checkbox"/> Lower arm, wrist <input type="checkbox"/> Knee joint <input type="checkbox"/> Hip joint, thigh, kneecap <input type="checkbox"/> Neck, back, spine <input type="checkbox"/>	Hand <input type="checkbox"/> Lower leg <input type="checkbox"/> Upper arm <input type="checkbox"/> Finger/s <input type="checkbox"/> Trauma, shock <input type="checkbox"/> Shoulder <input type="checkbox"/>	Face <input type="checkbox"/> Elbow <input type="checkbox"/> Foot <input type="checkbox"/> Eyes <input type="checkbox"/> Toe/s <input type="checkbox"/> Ankle <input type="checkbox"/>	Multiple injuries <input type="checkbox"/> Other (please specify)
Additional comments			
Outcome for Pupil - Parents Informed			
Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>			
Outcome for Staff - Health & Safety Authority informed			
Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>			



Print Name	Signed	Date
Reported by		
Witness 1:		
Witness 2:		
Witness 3:		
Class teacher		

SCHOOL MANAGEMENT FOLLOW UP - Record the parties informed of incident			
Chairperson	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Board of Management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Insurance Company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>

#### **APPENDIX 4: FIRE EVACUATION PROCEDURE AND EXIT MAP**



#### **Ballyowen Meadows Special School**

#### **Fire/Evacuation Procedure**

**PLEASE NOTE: ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE E.G. FIRE, GAS, LEAK;**

#### **IF YOU DISCOVER A FIRE;**

- Immediately operate the nearest fire alarm by breaking the glass;
- Extinguishers are placed throughout the building, but are for first stage firefighting only. Staff may use these at their own discretion, but should bear in mind that the main task is to ensure that the building is completely evacuated;
- PLEASE REMEMBER THAT THE FIRE SERVICE WILL PUT OUT THE FIRE;

#### **ON HEARING THE ALARM;**

- If a full continuous alarm sounds please follow the procedures below;
- Immediately evacuate the building, taking all pupils in your charge through the nearest fire exit, i.e., the toilet lobby fire escape exit door; bring emergency medication if applicable.
- Office staff will leave through nearest exit bringing sign in registers for staff/visitors, the Principal or Secretary will call 999/112 emergency services from outside the building.
- The Principal will bring the School Phone for Access to Aladdin and leave the building through the nearest exit;

#### **ON LEAVING THE BUILDING;**

- Always use the nearest exit and close doors on leaving;
- Do not stop to collect personal belongings;
- Do not re-enter the building;

#### **ASSEMBLY POINT;**

- Please ensure that you are familiar with the School Health and Safety Policy and that you are aware of the Fire Plan and the Whereabouts of the assembly point.
- All to meet at the Assembly Point, on the grass area to right of school gates. for roll call and reporting to Principal;
- The Principal will verify that the emergency services have been called;
- In the event of a missing person, report immediately to the Principal. DO NOT GO BACK INTO THE BUILDING.
- In the event of a missing person thought to be still in the building, the Principal will aim to locate their whereabouts from outside the building in order to inform the Fire Service.

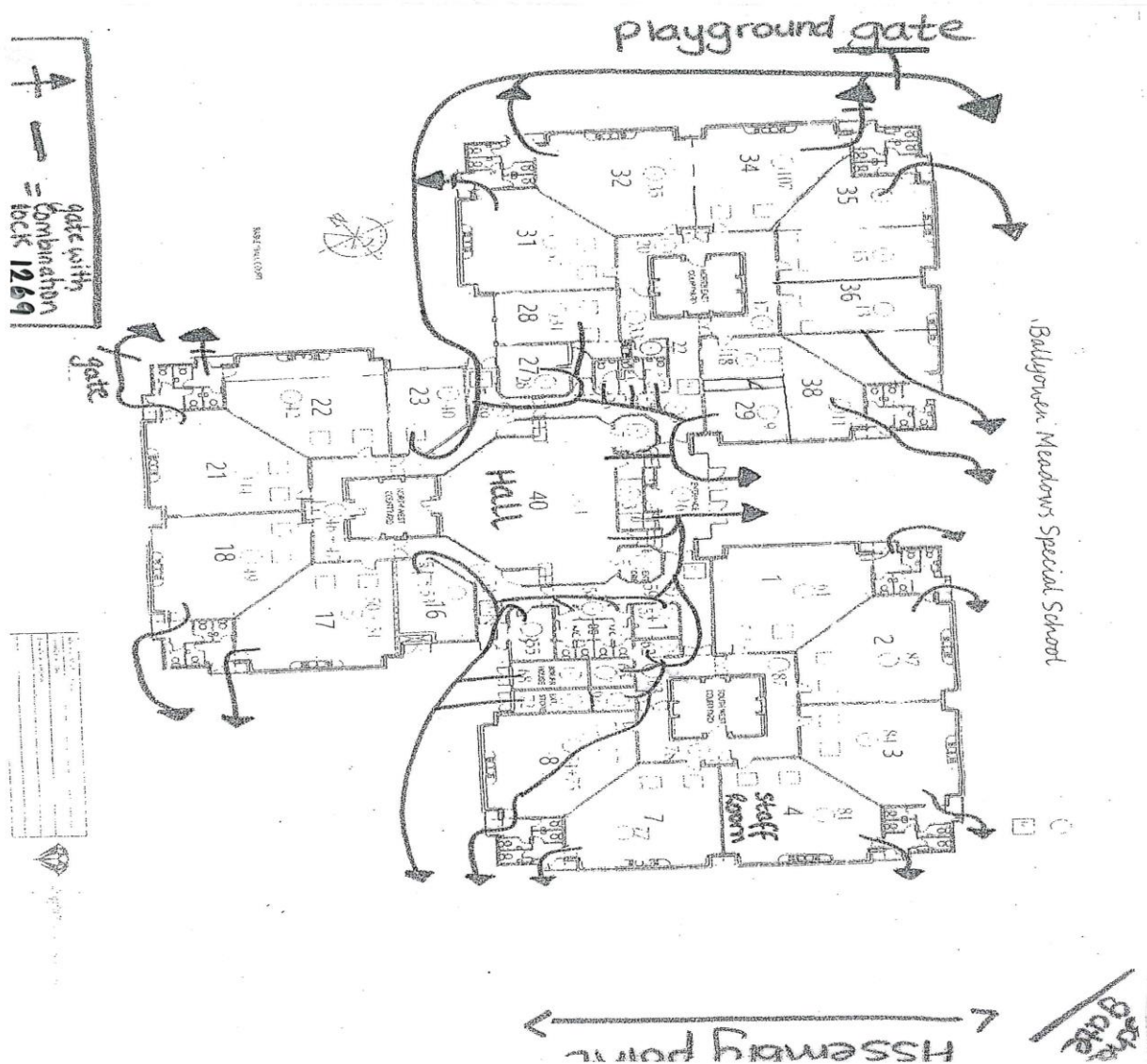
**STAFF AND PUPILS SHOULD ONLY RE-ENTER THE BUILDING WHEN THE FIRE SAFETY SERVICE HAS DECLARED THE AREA SAFE.**

#### **ADDITIONAL FIRE SAFETY POINT FOR REDUCING TRANSMISSION OF COVID-19**

- When gathering at assembly points socially distance in class pods at designated sign post of class number;
- Covid-19 suspected cases adults and senior pupils to assemble at gate near bins and junior pupils at school gate in grass area to front of school main doors.



Fire evacuation map posted in all classrooms, offices and common room areas.





APPENDIX 5: ITEM INSPECTION RECORD



**Ballyowen Meadows Special School**

**Item Inspection Record**

Item Inspected	Pass	Fail	Comment/Safety Action Required	Person Responsible	Date Resolved

## APPENDIX 5: HAZZARDS AND RISKS INSPECTION RECORD



### Ballyowen Meadows Special School

### Hazzards and Risks Inspection Record

<u>Hazzards/Risks/ Checks</u>	<u>Control in Place? Y/N</u>	<u>Comment/Safety Action Required</u>	<u>Person/s Responsible</u>	<u>Date Resolved</u>
<b><u>Housekeeping</u></b>				
Floor free from trip/slip hazards?				
Emergency exits/routes & passageways clear?				
Items stored appropriately?				
Raw materials adequately stored?				
All tools and equipment stored safely and securely?				
All waste cleared?				
<b><u>Fire Safety</u></b>				
Fire equipment pins and seals in place?				
All fire equipment gauges reading correctly (i.e. in green)?				
Equipment mounted, serviced, accessible and undamaged?				
Emergency exits indicated, illuminated & easily opened?				
All sockets, switches, plugs & cables free from damage?				
Any sockets overloaded? Switch/fuse boards locked?				
<b><u>Working environment &amp; welfare</u></b>				
All furniture & fittings in good repair?				
All light fittings working functioning?				
Designated First-aid kit accessible and appropriately stocked?				
Relevant safety signs & markings in place?				
<b><u>Signed Health &amp; Safety Officer:</u></b>			<b><u>Signed Staff Safety Representative:</u></b>	

Classroom/Area: \_\_\_\_\_

Assessed By: \_

## APPENDIX 7: RECORD OF RECEIPT OF HEALTH AND SAFETY STATEMENT & POLICY

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, students and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety, health and welfare is managed in this school. The safety statement will be reviewed and updated annually or more frequently if necessary.

Staff are reminded of the responsibilities of each employee under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety, health and welfare legislation in the 2005 Act and and other relevant legislation
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety, health and welfare legislation as appropriate
- taking account of the training and instructions provided by the Board of Management
- correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection
- reporting a breach of safety, health and welfare legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention

Each staff member is requested to sign the form below and return it to the Principal by \_\_\_\_\_

I have read and understood the safety statement for Ballyowen Meadows Special School, dated \_\_\_\_\_

Signed by (staff member's name in BLOCK CAPITALS): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_