

East Glendalough School

Health and Safety Policy

1 General

East Glendalough School, in accordance with the Safety, Health and Welfare at Work Act 2005, endeavours to ensure the health and safety of all employees, students and visitors.

The Board of Management has overall responsibility for health and safety in the school and delegates responsibility to the Principal, Safety Officer, and Safety Committee on a day to day basis. The Principal, Safety Officer and the Safety Committee, which has representatives from staff and students, address and monitor issues of health and safety regularly.

The School Safety Statement¹ contains the procedures and rules relating to safety, health and welfare within the school. This has been written by an independent safety auditor, approved by the Board of Management, analysed and commented on by the staff and made available to the members of staff. It is available for inspection by any visitor or contractor entering the school. There are also notices posted around the school regarding safety on school buses and fire drill procedures. The grounds have notices and signs relating to safety. Students and staff are frequently reminded at assemblies and staff meetings about matters relating to school safety and students' welfare. The Parents' Association is also involved in safety planning and parents are frequently informed of safety issues.

It is the policy of the school to ensure as far as possible that

- Continuing risk assessments are carried out and reviewed by outside safety auditors, by the school management and by members of staff with the assistance of the School Safety Committee.
- Systems of work and school organization are maintained to reduce risks to health and safety.
- Employees and students are provided with appropriate information, instruction, equipment and supervision as necessary to ensure as far as possible their safety and the safety of others who may be affected by their actions.
- The provision of maintenance of the working environment including all plant, machinery and equipment is made safe to reduce risk to health and safety.
- The school is fitted with regulation alarms and directional signs.
- Regular fire drills are carried out.

¹ See also the *East Glendalough School Safety Statement*.

- Harassment and bullying by anyone is regarded as unacceptable behaviour.²
- The school shall facilitate those students and staff who have special needs subject to resources available from the Department of Education and Skills.

2. Staff

- Employees also have a statutory duty to take care of themselves and others in the school.
- The teaching staff operate according to accepted professional standards following the policies of the school and the guidelines in the *East Glendalough School Safety Statement* and the rules and guidelines of the Department of Education and Skills.
- The caretaking staff follow good working practices as set down in the *East Glendalough School Safety Statement*. They also have an important role in the supervision of students.
- Non-teaching staff work in accordance with given instructions and the guidelines as set down in the *East Glendalough School Safety Statement*.
- All staff employed by the school have a supervisory role and a legal obligation to report health and safety issues to the Safety Officer or the Principal.

3 Students

The *East Glendalough School Code of Conduct* outlines the school's expectations regarding behaviour in school, while travelling to and from school and on school outings. It should be noted that, if in the opinion of the Principal, or a member of staff, a student's behaviour is such so as to constitute a health and safety hazard, that student may be removed immediately from the class or outing or, in more serious cases, from the school, until the matter can be resolved.³

In the interests of safety, students should note the following:

- Pedestrians must enter the school grounds by the pedestrian pathway.
- Motorcyclists and cyclists must exercise great care while going to the appropriate parking areas and the warning signs should be followed.
- Restricted parking space dictates that only staff and visitors' cars may be parked in the school grounds. Students may not drive or park cars in the school grounds
- Great care must be taken in the vicinity of buses and the safety guidelines for travelling on buses, which are posted around the school, must be followed.
- Students must walk safely and carefully around the building at all times. Any hazards, such as broken glass or slippery floors should be reported to the School Office, a teacher or the caretaker immediately.
- Students are expected to queue in an orderly manner on occasions which require them to do so.

² See also the *East Glendalough School Anti-Bullying Policy*.

³ See also the *East Glendalough School Code of Conduct* and the *East Glendalough School Disciplinary Procedures*.

- Students may not leave the school grounds without the permission of a parent/guardian and the Principal or Deputy Principal. In the event of this happening, responsibility reverts to the parent/guardian regarding liability.
- Students are obliged to behave on school trips in accordance with the *East Glendalough School Code of Conduct* and *East Glendalough School Trips Policy*.⁴
- The *East Glendalough School Substance Use and Misuse Policy* must be strictly followed. The use of tobacco, alcohol and illegal substances are forbidden in the school, around the grounds, on the way to and from school, in uniform, at school functions and matches and on school trips.⁵
- Students must observe all safety rules of the school and must not use or wilfully misuse, neglect or interfere with equipment and facilities provided for their safety.
- The wearing of some items of jewellery may be hazardous in a school setting and must be limited as in the *East Glendalough School Uniform Policy*.⁶
- Students are expected to leave the school grounds promptly after classes finish each day unless they are involved in an official school activity which has the permission of the staff and acceptable supervision is in place.

4 Medical

It is school policy that

- Parents/Guardians notify the School, in writing, when a student is taking prescribed drugs.
- The School must be notified about any illness or condition that could impinge on school life.
- No employee of the School is obliged to administer medication. Should an employee agree to assist a parent/guardian and administer medication this will only occur with the parent/guardian's permission. In an emergency, basic First Aid may be administered.
- Where a student has a serious allergy and may require use of an Epi-Pen, Ana-Pen, or similar, the parents will be required to liaise with the School about how this should be administered, and to sign a disclaimer form giving permission for East Glendalough School staff involved in this process.
- Students who become ill in school and who are unable to continue with normal lessons will be sent to the office and the parent/guardian will be contacted, if possible, to take the child home. In the event of an emergency or failing to make contact with a parent/guardian the school may take the student to a doctor where this is deemed necessary.
- The school provides First Aid facilities for emergency use. These will be located at the School Office.
- The School should be informed when serious problems arise within or outside the home that may have an effect on the student's progress in school.

⁴ See also the *East Glendalough School Trips Policy*.

⁵ See also the *East Glendalough School Substance Use and Misuse Policy*, the *East Glendalough School Admissions Policy* and the *East Glendalough School Disciplinary Procedures*.

⁶ See also the *East Glendalough School Uniform Policy* which is distributed annually to all parents/guardians.

5. Parents/Guardians

- The School recognises the importance of parental support in the education of its students.
- If parent/guardians wish to discuss any matter relating to health and safety, they should contact the appropriate Form Teacher, Head of School, Deputy Principal or Principal to make an appointment.
- Permission for a student to leave the school must be requested by a parent/guardian.
- Absence from, or lateness to, school must be explained in writing by the parent to the Form Teacher the following day.
- Parents/guardians are requested to ensure that the students come to school on time and in proper school uniform.

6. Practical Subjects and Sports Activities

- These may require specialist equipment and have specific rules and guidelines that must be followed.
- Students must not go into practical or sports areas except with a teacher's permission
- The supervision of a teacher is required for all practical subjects. The School may enlist the assistance of senior students and prefects during break, lunch and after formal class contact time to assist with such supervision.
- Science subjects and other practical subjects will have subject specific rules and regulations governing student conduct which must be adhered to at all times.
- The medical procedures outlined above will apply in the event of accidents in these areas.
- Specialist equipment will be regularly monitored and checked by the relevant specialist teacher concerned.

7. Fire Drill

- This is practised on a regular basis and at least once per term.
- Fire Drill instructions are posted around the school.
- Fire extinguishers, hoses and alarms are maintained annually by a recognized contractor.

8 Visitors to the School

- Permission to visit East Glendalough School and/or its grounds is at the discretion of the Principal and/or Board of Management.
- All visitors should report to the school office before conducting any business.

9 Groups who hire the facilities of the School

- All applications for hire of facilities of East Glendalough School must be approved by the Board of Management. The Board will only consider such applications if accompanied by written confirmation that insurance cover exists, and that such cover indemnifies the Board of Management and the Minister for Education and Skills.

- Bodies which hire any facility of the School do so on the understanding that no areas of health or safety can be compromised. All outside users who come onto school property must be adequately supervised at all times.
- Any accidents or injury to persons employed by or under the supervision of bodies which hire the facilities of the school are the sole responsibility of the hiring body.

13. Vehicles using the grounds

- The limited parking space is for staff and visitors.
- Vehicles are parked at the owner's risk.
- All warning signs must be followed and great care taken while driving in the grounds.

Reviewed and approved by the	Parents' Association Committee:	Nov 2013
	Student Council:	Nov 2013
	Teaching Staff:	Dec 2013
	Board of Management:	Jan 2014