



## Coláiste na Mí

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## Health & Safety Statement



**lmetb**

*Bord Oideachais agus  
Oiliúna Lú agus na Mí*  
Louth and Meath Education  
and Training Board

## **Introduction:**

This is an on-going process in Coláiste na Mí. We try on a daily basis to manage Safety in the best way possible and consequently try to improve on it all the time.

## **Rationale:**

Under the Safety Health & Welfare Act 2005, Employers in conjunction with employees are legally required to prepare a Health & Safety Statement. This represents our commitment to Health & Safety.

The school management team are required to document the Health & Safety statement and make it readily available to all staff, service providers and inspectors of the Health & Safety authority.

## **Aims:**

Our aim is as follows:

- To create a safe, comfortable, healthy environment by preventing, identifying and dealing with hazards as they arrive.
- To make sure all staff are aware of their duty of care to each other and in particular the students in our care.
- To protect, in as far as is humanly possible, the school community from workplace accidents and ill health at work.
- To comply with all Health & Safety legislation

## **Responsibilities of the Employer:**

- To provide and maintain a workplace that is safe to work in. Ensure machinery and equipment are safe also.
- Manage work activities to ensure the safety, health and welfare of employees.
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably possible.
- Prepare a safety statement and regularly update it. Coláiste na Mí is an ever-changing environment so new staff and students need to be made aware of its contents.
- Outline procedures to deal with an emergency situation and advise staff of same.
- Appoint a competent person to deal with matters relating to Health & Safety in the school.
- Make training available to employees in a language that is appropriate and easily understood.
- In the event of a serious accident, report it to the Health and Safety Authority.
- Request to see up to date Health & Safety statements from service providers (e.g. painters, contract cleaners etc.)

## **Responsibilities of employees:**

Health and safety is everyone's business. As a Coláiste na Mí worker you have legal duties designed to protect you and those you work with.

## **Responsibilities include:**

- To co-operate with your employer and colleagues to ensure that the Health and Safety law is implemented.
- Refrain from engaging in improper behaviour that may be a danger to you or anyone else in the school.
- To avail of any Health and Safety training made available to you.
- To use protective clothing and equipment provided when necessary.
- To report any dangerous practices or situations that you are aware of to the relevant person.
- Do not use or interfere with equipment you are trained to use or are familiar with.
- Please inform your employer if you are suffering from an infectious disease or illness that may add to risk.

## **Role of the Health & Safety representative:**

- To represent employees in the workplace in consultation with the employer in all matters relating to health & Safety
- To undergo training relevant to the role
- To inspect the premises on a regular basis
- To follow up on complaints made by colleagues
- To investigate accidents and dangerous incidents
- To report to the employer all matters relating to Health, Safety & Welfare

## **Risk Assessment:**

- Risk assessments will be carried out annually identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them.
- We aim to do these assessments twice a year.

## **COVID-19 Risk assessment**

*The school has identified the following risks of harm in respect of COVID-19*

• Risk of illness if means of creating awareness is lacking.
• Risk of illness if Public Health advice is not adhered to.
• Risk of illness if COVID-19 enters the school.

<ul style="list-style-type: none"> <li>• Risk of illness due to inappropriate or inadequate response to suspected case.</li> </ul>
<ul style="list-style-type: none"> <li>• Risk of illness through non-compliance with measures adopted in the school to minimise the risk.</li> </ul>
<ul style="list-style-type: none"> <li>• Risk of illness while a child is receiving intimate care</li> </ul>
<ul style="list-style-type: none"> <li>• Risk of illness caused by students purposely not adhering to the safety measures in place and/or putting others at risk by deliberately coughing and/or spitting at others.</li> </ul>

*The school has the following procedures in place to address the risks of illness identified in this assessment of COVID-19*

<ul style="list-style-type: none"> <li>• The school will follow public health guidelines from the HSE regarding hygiene and respiratory etiquette</li> </ul>
<ul style="list-style-type: none"> <li>• The school will complete the COVID-19 Policy Statement</li> </ul>
<ul style="list-style-type: none"> <li>• The school will complete a COVID-19 Response Plan, inclusive of the comprehensive measures to be taken by the school to prevent COVID-19 from entering the school.</li> </ul>
<ul style="list-style-type: none"> <li>• All staff will complete Return to Work Forms.</li> </ul>
<ul style="list-style-type: none"> <li>• All staff will undertake Induction Training as supplied by the Dept of Education.</li> </ul>
<ul style="list-style-type: none"> <li>• The school will maintain a log of staff, students and visitors.</li> </ul>
<ul style="list-style-type: none"> <li>• The school will introduce measures to maximise physical distancing.</li> </ul>
<ul style="list-style-type: none"> <li>• The school has 2 Lead Worker Representatives.</li> </ul>
<ul style="list-style-type: none"> <li>• The school has allocated isolation rooms and areas for students and staff if there is a suspected case.</li> </ul>
<ul style="list-style-type: none"> <li>• The school has full PPE to use in suspected cases and for use while a child is receiving intimate care.</li> </ul>
<ul style="list-style-type: none"> <li>• The school has modified its Code of Behaviour and Critical Incident Plan to reflect the risk of COVID-19</li> </ul>
<ul style="list-style-type: none"> <li>• The school will complete all necessary checklists to reduce and/or eliminate risks identified.</li> </ul>

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

## **Fire-drill and School Evacuation Procedures**

Fire Drills will be held at least once a term.

The following are the correct agreed procedures in the event of a fire in the school

### **IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL.**

#### **On hearing the fire alarm:**

- Teaching staff in charge of classes will take their registers, remain calm and lead the class in an orderly manner to the assembly point by an exit route away from the fire. Adults in charge should check toilets on their way past. In response to COVID-19, where possible, students should put on their face masks if they are not already wearing on. This should only be done if it can be done without delaying the evacuation process.
- In light of COVID-19 a 1m distance should be kept where possible while evacuating the building.
- To avoid congregation of people an additional assembly point has been designated. This will be the playing field. Markers will be in place to indicate where classes should assemble.
- All other staff members will immediately make their way to the assembly point.
- Any student missing from their class when the alarm sounds must make his/her way to the assembly point and join their appropriate class or group. As soon as classes are assembled each class teacher will take a roll call and report to the Principal teacher if anyone is missing.
- If any person is missing an immediate check must be made by a designated staff member.
- No other person should leave the assembly point under any circumstances to recover clothing, bags etc.
- These instructions are not intended to prevent the use of available with appliances, where this is possible without causing personal risk.
- The designated assembly point for Coláiste na Mí is on the playing field and PE yard.

The Board of Management will ensure that fire extinguishers of different types are made available and regularly checked and replaced when necessary.

- All fire extinguishers will have instructions attached as to how they should be used safely.
- The co-ordinator will arrange to have fire drill a few times a year.
- Location of fire extinguishers will be clearly marked.
- Exit routes will be clearly marked.

### **Health related Issues:**

On registration, students are requested to inform us of any health issues they may have. If appropriate, as in the case of an allergy, all staff are made aware of it.

In the case of an infectious disease, depending on the seriousness of it e.g.: TB the HSE will be informed. The student will not be allowed to return to class until an Infectious Diseases consultant gives clearance to do so which is decided by a clear sputum test.

In the case of student becoming ill during the school day, their parents/guardians will be contacted and arrangements made to have them sent home.

In the case of COVID-19 the students, staff and parents of Coláiste na Mí must adhere to the school's Response Plan to COVID-19.

### **Hygiene:**

We endeavour to keep all areas of the school as clean as is practically possible. All staff are requested to be vigilant about hygiene related matters.

In the Home Economics kitchen, students are provided with clean white coats on a daily basis together with head gear.

An adequate supply of clean tea-towels and dish cloths will always be available and washed at a high temperature each day after class.

A separate hand-washing sink is made available in the kitchen area together with antibacterial soap and disposable towels.

Toilets are cleaned on a daily basis and provided with hot water, soap and disposable towels together with a safe disposal of waste facility.

Hygiene is regarded as everyone's business. Teachers are encouraged to be responsible for cleanliness in their classrooms and students are encouraged to dispose of litter in an appropriate manner.

In light of COVID-19 the hygiene regime has been enhanced. This is outlined in the COVID-19 Response Plan

### **First Aid:**

With COVID-19 in mind the standard First Aid/Emergency procedure shall continue to apply to CnM. In an emergency or in case of a serious incident, the relevant emergency service will be called on 112/999 giving details of type of medical incident.

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid certification in Ireland. PHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such a time that the situation is rescinded. This departure from normal standards shall be limited to the duration of the current COVID-19 situation.

First –aid training has been provided and will be updated as necessary. The designated fully trained First aiders including AED & CPR within Coláiste na Mí staff members are;

1. Grace McDonagh
2. Kate Richardson
3. Kevin Reilly
4. Stephen Murtagh
5. Kylie Buchannan
6. Brigid Murphy
7. Martina Woods
8. Lisa Lyons
9. Edel O'Donnell

These staff members are responsible for the treatment of minor injuries during the day. Disposable gloves are provided for the persons treating cuts grazes etc. They are disposed of after each use. A first Aid Box is kept in each of the Practical rooms, Art Room, Home Economic Room, PE Hall and main office. A first aid kit is also available from the main office to take on any school trips or excursions. They are checked regularly to ensure an adequate supply of disposable gloves, sterile wipes, plasters of different sizes and shapes, gel for minor burns etc. If any teacher is in doubt about the seriousness of the injury or how to treat it they should seek advice from the Principal or Deputy Principals. If deemed necessary, students will be sent to the emergency department of the local hospital.

Please see the First Aid Policy for further information.

### **Safety & Welfare of Students:**

Students who need to attend appointments during the school day must inform their Year Head in advance so that it can be checked out with parent/guardian.

### **Accidents:**

In the event of an incident/accident occurring, it is the responsibility of the teacher in charge to write a written report including as much relevant detail as possible. This may include photographs. The report must be dated and signed and kept in a file in the main office.

### **Allegations/Suspicion of Child Abuse:**

The Child Protection Guidelines will be adhered to in the event of an allegation/suspicion of child abuse.

Patrick Carr, Principal is the Designated Liaison Person (DLP) to deal with this matter and Gemma O'Hart, Deputy Principal is the Deputy Designated Liaison Person. (DDLDP)

All staff are made aware of the Child Protection Guidelines and have completed training in relation to this.

**Safety & Welfare Issues relating to Staff:**

Garda Clearance is mandatory for all staff working in any LMETB school.

**Use of Machinery:**

It is the policy of LMETB and Coláiste na Mí that only competent and authorised staff shall use machinery, kitchen equipment and electrical appliances of any nature. All appliances are regularly serviced and maintained.

**Review of Safety Statement:**

NB: This statement will be reviewed on a regular basis as required in accordance with the requirements of the Health & Safety Act and Health & Safety Authority.

**This Health and Safety Policy was ratified by the BOM on 24<sup>th</sup> August 2020**