



Educate
Together



Health & Safety Policy at ETSS Wicklow

School Address: The Glebe, Wicklow Town

Roll number: 68345R

School Patron/s: Educate Together

This document is intended to provide the main procedures and policies of ETSS Wicklow with regards to the Health and Safety of all members of the school community.

SCHOOL CONTACT DETAILS:

<i>School Phone Number:</i>	0404 33060
<i>School Address:</i>	ETSS Wicklow, The Glebe, Wicklow Town, Co. Wicklow

INTRODUCTION:

In accordance with the ***Safety, Health and Welfare at Work Act 2005***, it is the policy of the Board of Management to ensure, so-far-as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors, and other persons at the school 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 students of 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 and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health 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, students, contractors, and visitors.

RATIONALE:

The policy represents the Board of Management’s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing health and safety standards. The Board of Management is required to document the school’s health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management also considers its duty-of-care in the school and this must be an integral part of any Health and Safety Policy.

AIMS OF THE HEALTH & SAFETY POLICY:

- 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 students
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with health and safety legislation by:
 1. Providing a safe workplace for all staff
 2. Ensuring safe work practices
 3. Conducting a risk assessment of the premises
 4. Organising regular fire drills
 5. Putting structures in place for First Aid, Critical Incidents and Safe Use of Equipment

SAFETY STATEMENT EDUCATE TOGETHER SECONDARY SCHOOL WICKLOW

An integral part of a school’s Safety, Health & Welfare Policy is the preparation and display of a Safety Statement which is outlined in this policy on the preceding pages.

SAFETY STATEMENT

ETSS WICKLOW

THE BOARD OF MANAGEMENT AT ETSS WICKLOW IS COMMITTED TO:

1. Managing school activities in line with school policies and procedures so as to ensure the safety, health and welfare of all staff by complying with all relevant statutory requirements that relate to occupational safety, health and welfare
2. Preventing improper conduct or behaviour likely to put staff and others' safety and health at risk
3. Providing safe means of access and egress
4. Providing safe plant and equipment
5. Providing safe systems of work
6. Preventing risk to safety and health from any article or substance
7. Providing appropriate information, instruction, training and supervision
8. Providing appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated
9. Preparing, reviewing and revising emergency plans
10. Designating staff for emergency duties
11. Providing and maintain welfare facilities
12. Consulting with staff on matters related to safety, health and welfare at work
13. Appointing a competent person to advise and assist in securing the safety, health and welfare of staff.

SCHOOL PROFILE:

ETSS Wicklow is located on a temporary site in The Glebe, Wicklow. There are two main buildings. There is an access for people with special needs. In terms of planning for health, safety and welfare, there are a number of mechanisms in place – an emergency team for fires, a critical incident team for major incidents, a First Aid team for general welfare and a management team organising risk assessments and planning procedures for ensuring a healthy and safe working environment. The visitors to the school have to report to the office immediately and sign in – deliveries are checked through by the caretaker or if he is not available, by a member of the management team.

RESOURCES TO BE APPLIED TO HEALTH, SAFETY AND WELFARE IN THE SCHOOL:

The school has a number of resources in place to help with health, safety and welfare across the organisation:

1. A policy on Health, Safety and Welfare and policies for First Aid, Critical Incidents, Student Protection and Wellbeing;
2. Dedicated teams for First Aid, Critical Incidents, SEN and Wellbeing;
3. Subjects on the curriculum (SPHE, CSPE, Ethical Education) dealing with hygiene and key areas of wellbeing;
4. Tutor Time for each class at the start of each morning;
5. Fire extinguishers;
6. First Aid Kits;
7. Intruder and Fire Alarms;
8. Safety notices about hazards in the school e.g. not taking window off safety latches;
9. A recycling policy;
10. Whiteboards;
11. Cleaning of the school every day
12. An end of term cleaning policy to declutter the working environment
13. Clear protocols re. safe use of rooms and use of paths and stairways
14. Training opportunities e.g. training for science teacher about managing chemicals, First Aid training for staff
15. Open door policy of management to discuss health, safety and welfare issues

ROLES AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELFARE:

Responsibilities of employer - Board of Management:

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- 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 practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees, including the provision of a safe place of work in which the risk of assault to teachers is prevented or minimised
- Prepare and update procedures to deal with an emergency and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health, and welfare
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies...)

Responsibilities of employees:

- 'Health, safety and welfare' is everyone's responsibility. Workers are legally bound to protect others in the workplace
- Staff must never be under the influence of an intoxicant, endangering their own or other people's safety
- Staff must co-operate with the Board of Management in ensuring that Health and Safety law is implemented
- Staff must not engage in improper conduct endangering people in the workplace
- Staff must attend Health and Safety training and learn how to correctly use any equipment at work
- Staff must use protective clothes and equipment provided
- Staff must report any dangerous practices or situations which arise at work
- Staff must not interfere or misuse any safety equipment in the workplace
- Staff must inform the Board of Management when suffering from a disease or illness that adds to the risks in the workplace
- The caretaker will look after the maintenance of any equipment in the school
- The First Aid Team will monitor the resources available in First Aid Kits
- The Emergency Team will organise fire drills once per term

***Appointment of a safety representative on the Board of Management
(Section 25 Safety, Health & Welfare at Work Act, 2005)***

The safety representative has the following duties:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health, and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health, and welfare
- Make representations to and receive information from inspectors
- Consult and liaise with other safety representatives in the same undertaking
- Organise an annual risk assessment review

CARRYING OUT OF A RISK ASSESSMENT:

Each year, the Board of Management will commission a risk assessment review, identifying hazards, assessing risks, and specifying the actions required to eliminate or minimize them. This involves the safety officer liaising with teachers, caretaker, secretary and other relevant parties to carry this out. Hazards may include physical, health, biological, chemical, and human hazards.

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, students, parents, and others using the premises. These include:

1. ICT Policy
2. Anti-bullying Policy
3. Child Safety Statement
4. Child Protection Policy
5. Anti-Bullying Policy
6. Code of Behaviour
7. Critical Incident Management Policy
8. Parental Involvement Policy
9. SPHE & RSE Policy
10. Special Educational Needs (SEN) Policy
11. Substance Misuse Policy
12. Vetting (Garda Clearance) Policy
13. Supervision Policy
14. School Tours Policy

This is not an exhaustive list.

These policies are monitored and updated regularly. Health and safety are considered when any policy/plan is being drawn up e.g. PE, Art, Science, Technology, Home Economics etc. The duty of care is also considered in all areas and aspects of school life.

HEALTH AND WELLBEING:

General Health and Hygiene

- Parents/guardians should not send a student to school who is sick or who may have a contagious infection.
- While the Board of Management encourages full attendance, parents/guardians should use their best judgment in deciding if a student is sick and therefore should not be in school.
- Should a teacher, acting in loco parentis, determine that a student is sick and should not be in school, he/she will inform the principal or deputy-principal for a second opinion. The parent/guardian will, if necessary, be contacted to collect the student during the school day. If the parents/guardians are not available, the emergency contact will be contacted to collect the student. If the emergency contact is not available, medical assistance may be sought by the school.
- A doctor's certificate is required should your student need to remain indoors at break/lunchtime.
- Parents/guardians are required to inform the school of any on-going health problems that the student may have and the medications being used.
- Parents/guardians are asked to give details of any immediate health problem that a student may have and the medications being used.
- In case of a food allergy, either a doctor's certificate or a report from a qualified professional is required.
- If students have a medical condition which may affect their work at school, parents should tell their teacher. This is particularly important with any physical, hearing or eyesight problems.

Hygiene at School

- The Board of Management makes every effort to ensure that the school is hygienically clean and tidy. Students have their part to play too!
- The school is cleaned daily and thoroughly with particular attention paid to the toilet areas.
- Toilets should be flushed after use.

- Any sanitary products must be placed in the provided units.
- Litter is to be put into the bins provided in the classrooms, throughout the school and in the yard.
- Students should feel responsible for their school-home; they should take care of it and keep it as clean and neat as possible. Concern for the environment is part of the formation of ecological awareness.

Personal Hygiene

- All students must wash their hands after using the toilet.
- Hand-soap, towels and toilet roll are in regular supply around the school while tissues and hand sanitiser are available in the classrooms and staff room.
- When a student used a tissue to blow his or her nose, the used tissue must be immediately placed in the bin.
- Female students are informed of where to find a store of female sanitary products should they need them and how to dispose of these correctly.
- All members of staff reserve the right to inform the Principal if supplies of personal hygiene products are not sufficient at any time.
- Food items must never be brought into the toilet areas.
- Students are not allowed to swap or share previously-opened food items.
- Students are not allowed to swap or share water bottles.

Long-term Health Conditions

- So that our school can provide the best level of care for all students, parents/guardians must inform the school if the student has any long-term health conditions.
- Examples of such long-term health conditions include but are not limited to asthma, epilepsy, diabetes etc.
- This information is requested via the enrolment form.
- If such a long-term health condition is diagnosed after a student has been enrolled, it is the responsibility of the parent/guardian to inform the school of any such diagnosis immediately.

Infectious Illness

- The Board of Management encourages full attendance where possible but must be mindful of the health of other members of the school community, staff members and other parents included.
- If a student is suspected of having a relatively minor infectious illness (stomach bug, etc.), parents/guardians should keep the student away from school until deemed well to return. Upon return, a written note must be provided to the class teacher to explain the student's absence from school.
- If a parent/guardian is unsure of the seriousness of any such possibly infectious illness, medical advice should be sought and followed. Examples of such illnesses include but are not limited to chicken pox, measles, impetigo, conjunctivitis, flu, etc.
- If a student has been diagnosed by a doctor as having an infectious illness, parents/guardians must do the following:
 - (a) inform the school at the first opportunity of the nature of the illness so that any possible immediate cases in other students in any class may be identified quickly
 - (b) follow medical advice to determine the date for safe return to school
 - (c) understand that in the case of some illnesses, the school may require a medical fitness cert to determine that the student is well and does not pose an infectious threat to other students, staff or other members of the school community.

Head Lice

- To prevent the possibility and spread of head lice, students are advised to tie back their hair on school days. A normal part of growing up, head lice are highly contagious.
- The school will regularly remind all parents/guardians to check for head lice.
- Parents/guardians must inform the class teacher if their student has head lice so that the rest of the school can be notified. All such information received will be treated anonymously when informing the rest of the school community.

Clothing/Protection

- Parents/students are made aware of the need for proper clothing and protection
- This will be done on a day-to-day basis in relation to weather if required.
- This will be done in relation to certain subjects by the relevant subject teacher.
- This will be done in relation to off-site field-trips, excursions, and competitions by the organising teacher.

Healthy eating

- Please refer to the school's Healthy Eating Policy

Water

- There is an adequate supply of drinking water in the school for staff and students via a water tap in the Staff room and in the ASD classroom.
- Students are encouraged to bring an adequate supply of drinking water, to drink irregularly during the day and to refill if necessary.

Medical Information

- All parents/guardians must ensure that teachers are aware in writing of any on-going medical condition that a student may have.
- Parents/guardians must complete the medical section of the application form and are reminded that they are responsible for any and all updates as necessary.

Medicines

- Parents/guardians must inform the class teacher if a student is on any form of medication, either short term or long term.
- Examples of short-term medications include but are limited to antibiotics, medicines containing paracetamol, antihistamines, etc.
- Examples of long-term medications include but are not limited to inhalers, Ritalin, etc.
- Non-prescriptive medicines will neither be stored nor administered to students in school.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- In general, prescribed medicines should not be kept by the student – they should be held by the authorised staff member and out of reach of students.
- Certain medicines, such as inhalers used by asthmatic students, must be readily accessible at all times of the school day.
- If a student has a diagnosed chronic illness (such as asthma, diabetes, etc.) and may need to take ongoing medication, a parent/guardian must write to the Board of Management to request this. A doctor's certificate must accompany this request. The medicine should be self-administered if possible, under the supervision of an authorised adult.
- The above request to the Board must give the name of the student, name and dose of medication, must state whether the student should be responsible for his/her own medication, the circumstances in which medication is to be given by the teacher and consent for it to be given.

- If the student cannot self-administer the required medicine, the request to the Board must include the exact dosage and times for administration by a designated staff member.
- A staff member should not administer medication without the specific authorisation of the Board.
- Any staff member who is authorised to administer medication does so on a voluntary basis and reserves the right to refuse.
- In cases where class staff members have been authorised to administer medication, it is the parents'/guardians' duty to ensure that the staff member is present on any given school day.
- In any case where the designated staff member is not present to administer a prescribed medication as per the Board's permission, the Principal or the Deputy Principal will administer the medication instead.
- Where possible, parents/guardians should ask the prescribing doctor to prescribe the administration of prescribed medicines outside of school hours.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the student.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Asthma

- All students who have asthma and use an inhaler must bring their inhaler to school, especially on days where they have PE or other sporting activities. This is the parents'/guardians' responsibility. Teachers at ETSS Wicklow have been instructed not give a student an inhaler that is belonging to another person.

School Medical Inspections

- The HSE will carry out vaccinations or school medical inspections (including but not limited to hearing, sight and dental) according to their policy during the school year.
- Consent forms will be issued and no student will be submitted to any vaccination or medical inspection without the direct and signed permission of parents/guardians. More information is available on www.hse.ie (School Immunisation Programme)

Food Allergies

- If a parent/guardian has a concern that the student has a specific food allergy, the Board insists that a medical diagnosis must be sought before the school is officially informed of any such possible allergy.
- Where students are suffering from certain and specific diagnosed on-going food allergy conditions (for example, nut allergy), parents should outline clearly in writing the nature of the allergy and provide this to the class tutor. The class tutor will pass this information on to the other staff members, and if necessary, will draw up an action plan if the student were to have an allergic reaction.
- This written report relating to the allergy must state what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the student.
- Teachers must be made aware of any such diagnosed on-going conditions as they occur.

- If a teacher is unsure on the exact ingredients of any food item that may be available to the class, he or she will act on the side of caution and not allow the student with a diagnosed food allergy to eat or drink it.
- Parents/guardians are reminded that if their student has a certain and specific diagnosed food allergy, they are responsible for informing the school of this as and when such a diagnosis may be provided.
- Parents and guardians are further reminded that they also have an important role in helping the student know and understand what he or she can and cannot eat.

Accidents:

- Parents/guardians are reminded that although students will be supervised by designated teachers and other staff who are in loco parentis during breaks and at all other times, accidents can occur.
- The Board of Management and all parents/guardians recognise that members of staff are not medical professionals, but rather act in loco parentis.
- Minor accidents are treated at school, such as slight cuts and abrasions etc., by staff with First Aid training.
- If the injury requires more attention than basic First Aid or is deemed as more serious than minor, parents/guardian will be notified and a decision made as to whether to medical professionals need to be involved.
- In emergency situations, an ambulance will be called and a staff member will accompany the student to the hospital – parents/guardians will be notified immediately.
- For all accidents, minor or more serious, Incident Report Forms must be completed and signed by the supervising teacher and by any other members of staff who witnessed or attended the accident as a true and accurate reflection of what occurred.
- All parents/guardians must inform the school of any changes to mobile, work or home phone numbers as they may occur.
- All parents/guardians must provide the school with the details of an emergency contact in case the parents/guardians cannot be reached.
- In the event of an accident, every possible effort will be made to contact the student's parents/guardians or the persons delegated to take responsibility for the student.

First Aid:

- Many school staff will receive and be certified in first aid training on a two-yearly basis.
- Certification of all first aiders details will be kept in reception
- The Board of Management accepts that it needs a minimum of three designated first aiders, whose certification is renewed every two years.
- The Board further accepts that while all staff will receive first aid training, the selection of the minimum of three designated first aiders must be from members of staff who are willing to be named as such.
- If available, the designated certified first aiders will administer any first aid in the first instance. However, in the absence of such a person, any competent adult will make every effort to attend to an injured person.
- There will be a number of first aid boxes in the school – a basic first aid box is located in the staffroom.
- Medication may never be stored in first aid boxes and will never be administered by first responders.
- A defibrillator will be bought and stored in the staffroom. Appropriate training will be provided.

Investigation, Recording and Reporting:

- All instances of serious and potentially serious accidents are recorded and investigated. To this end, the school maintains records of all such instances in the office.
- The Principal will report on these at the BOM (and sooner to the Chairperson of the BOM if the instance is deemed sufficiently serious).
- Any accident involving a student deemed serious will also be notified on the day itself to the relevant parent/guardian, ordinarily by the class teacher.
- Furthermore, the Principal will make a report to the Health and Safety Authority in the case of dangerous occurrences, death or serious accidents (that is, ***an accident requiring absence from work/school for more than three days***, not including the day of the accident itself, or requiring medical treatment by a registered medical practitioner or hospital).
- Additionally, if required, the Principal will make a report to the school's insurance company.

EMERGENCIES:

Emergency contact procedures

- Contact details are updated annually by the school's secretary.
- The contact details are kept on VSware and class teachers retain a hard copy of their own class.
- The secretary also retains hardcopies and maintains the files.
- A copy of staff emergency contact details is also kept in the Critical Incident Management Policy
- The Principal, Deputy Principal and secretary have access to all records on VSware.
- Each individual class tutor has access to their own class's information on VSware.
- The secretary usually contacts parents/guardians in case of an emergency, though depending on the severity of the emergency, the Principal or a teacher may contact them.

Fire-drill and school evacuation procedures:

- The school has, and will maintain, appropriate fire detection and fire-fighting equipment, which meets statutory obligations.
- Staff will receive instruction on the use of fire extinguishers.
- Fire-drills are held once per term
- Teachers and students are aware of the designated assembly point following the evacuation of the building.
- The assembly point is clearly marked in the yard
- Procedures for evacuation are displayed near the door of each room
- The school revises these procedures after each drill
- New staff are notified of these procedures by the Principal at the first staff meeting each year
- Staff taking up positions during the school year are informed by the Principal.
- Students are notified of these procedures by the class tutors at the start of the year and they are regularly reminded throughout the year.
- An Accident Report Form is available in the secretary's office – reports of this kind must be made to the HSA in respect of the following types of incident:
 - (a) An accident causing loss of life to any employed or self-employed person if sustained during their employment at the school;
 - (b) An accident sustained during their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
 - (c) An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
- A Critical Incident Management Plan is in place in the school. A copy of this and relevant accompanying information is available in the Critical Incident Management Plan folder located in the office.

Emergency Routes and Exits

- Every classroom in the building has a door which leads to a hallway with an exit from the building
- The PE Hall has an emergency exit door
- When people are in classrooms, the doors must be kept free from obstruction at all times
- School evacuation will be practised as part of regular fire drills
- Special provisions will be made for evacuations that take place during extra-curricular activities

Emergency closures

- In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, public health emergency, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the BOM to decide whether it is in the interests of all parties to close the school.
- If it is decided that it would be unsafe to keep the school open or there is a direction from the Department of Education to close the school, an exceptional closure will be deemed to have been granted by the BOM.
- Exceptional closures will be kept to an absolute minimum.
- Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (SMS, email, telephone calls, posting on school website, message on school voicemail, etc.).
- If school is open when an incident occurs, staff will remain on the premises until all students have been collected.

Heating

- *The Board will endeavour to ensure that the school is kept comfortably warm for all members of the school community. This is particularly important during winter.*
- *Similarly, especially during warmer weather, all classrooms must be kept properly ventilated to ensure an appropriate level of comfort for everyone.*
- *The below procedure is taken from the Department of Education's Circular 21/79 which deals with school heating.*
 - (a) The lowest acceptable temperature in the classrooms is 16 degrees centigrade.
 - (b) If the temperature in the classrooms has not reached 16 degrees centigrade within one hour of the opening time of the school, the Principal must take immediate action.
 - (c) Unless there is a definite chance that the minimum temperature will be reached very soon, the Principal must inform the Chairperson of the Board of Management to decide if the school will have to be closed. If the Chairperson cannot be contacted, then the Principal must use his or her judgement.
 - (d) If the school must be closed due to a lack of proper heating, the principal will make arrangements for the students to be sent home, provided this can be done without risk to the students.
 - (e) Where it is not possible to send all students home, teachers continue to have a legal obligation to supervise the students for the remainder of the school day. Teachers should not, however, be expected to carry out their normal teaching programme in these circumstances.

SUPERVISION OF STUDENTS DURING THE SCHOOL DAY:

General Supervision

- Please refer to the ***ETSS Wicklow Supervision Protocols***.

School Excursions

- Please refer to the ***School Tours Policy*** for further detail.

SAFETY AND WELFARE ISSUES – STAFF:

Garda Clearance

- The school ensures that all successful staff at interview have been vetted by Gardaí recently
- Please refer to Garda Vetting Policy.

Duty of Care

- The school endeavours to maintain a high standard in its 'duty of care' to all staff by encouraging a positive and safe environment and taking precautions to ensure clear signage, planned evacuation procedures etc...
- Please refer to the ETSSW 'Dignity at the Work Place' Policy
- Practices to support positive staff relations in the school include;
 - (a) Internal communication board
 - (b) Rotating staff-chaired staff meetings
 - (c) Circulation of minutes
 - (d) Up to date information and developments by email
 - (e) Involvement in the decision-making process of decision-making e.g. adoption of school plans
 - (f) Effective school policies and procedures
 - (g) Respectful communications
 - (h) A sense of fairness
 - (i) Social events
- Staff have procedures to address cases of adult bullying/harassment or initiate a grievance:
 - Stage 1** – Decide to address the problem
 - Stage 2** – Informal stage
 - Stage 3** – Involvement of the Principal and/or Chairperson of the Board
 - Stage 4** – Referring the matter to Board of Management for further investigation
- Support for Teacher in their daily work:
 - (a) communication protocols between home and school (parents to discuss issues with teachers first – Deputy-Principal and Principal only become involved in mediation roles if issue is not resolved at this point – matter can then be referred forward to the Board if not resolved by management team in consultation with the parties)
 - (b) consultation hour for meetings with parents
 - (c) Arrangement of and facilitation of parent-teacher meetings
 - (d) A detailed Code of Behaviour to support classroom management in all its aspects and issues of all levels ranging from minor to major
 - (e) Clear complaints procedure
 - (f) Training opportunities – policy of school is to encourage training and personal development
 - (g) Safeguards in place for pregnant staff members e.g. notified immediately in the event of an infectious disease and encouraged to seek immediate medical advice on how to proceed;
- Procedures followed by cleaners include
 - (a) Vacuum cleaner leads not trailing on the floor
 - (b) Safety signs clearly visible – wet floors.

- Equipment and materials
 - (a) Lawnmowers, ladders, and any other equipment associated with school maintenance stored in a safe area i.e. the locked outside store room and is not accessible to students.
 - (b) Management have access to the storage unit
 - (c) Solvents, chemicals, cleaning agents are stored in the Cleaners' Press. This is kept locked. The cleaners and the key holders have access.
 - (d) Computers, laptops, and other technologies are stored safely.

Allegations or Suspicions of Child Abuse

- Please refer to the ***ETSS Wicklow Child Protection Policy***.

SUCCESS CRITERIA OF SAFETY, HEALTH & WELFARE POLICY:

- Creation of a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- Staff have a comprehensive understanding of the school's duty of care towards students
- The school community uses best practice to protect staff from workplace accidents and ill health
- Procedures and practices are in place to ensure safe systems of work
- Compliance with health and safety legislation relevant to the work of the school;
- Provision of a safe workplace for all employees – teachers, SNAs, Secretary, Caretaker, etc.
- Recruitment of competent employees who will carry out safe work practice
- Ensuring safe access and escape routes
- Ensuring safe handling and use of hazardous substances and equipment
- Provision of safe equipment with a plan for maintenance and use of appropriate guards
- Provision of appropriate personal protective equipment

POLICY REVIEW:

This policy will be reviewed every two years and particularly to comply with any relevant legislative changes.

APPENDIX ONE



ETSS WICKLOW ACCIDENT/INCIDENT REPORT FORM

Person filling in the report form:

Name:

Signature:

Date:

Accident/Incident Details:

Name/s of person/people involved:

Where did it take place?

When did it happen (date/time)?

Circumstances:

What personal injury/health issue was there if any?

What treatment/follow up action took place (if any)?