



North Dublin Muslim National School
Ratoath Road
Dublin 7

Health & Safety Policy
November 2019

Contents

1. Introduction
 2. Statement of Intent
 3. Staff Roles and Responsibilities
 - a. Board of Management
 - b. Principal
 - c. Teaching staff
 - d. Health & Safety Representative
 - e. All Employees
 - f. Pupils
 4. Resources and Welfare Facilities
 5. Staff Training
 6. Contractor Control Policy
 7. Visitor Control Policy
 8. Health and Safety in curricular areas:
 - a. Art
 - b. PE
 9. Fieldtrips
 10. Medication / Allergies
 11. Introduction to Emergency Evacuation Policy
 12. Statutory Testing of Fire/Evacuation Equipment
 13. Emergency Evacuation Procedure
 14. Emergency Contact Numbers
 15. Ongoing Hazards
 16. Other Hazards
 17. Accident Reporting & Investigation Procedure Policy
 18. Accident Reporting & Investigation Procedure
 19. School Building Opening Hours / Key Holders
 20. Anti-bullying and Anti-harassment
 21. Pregnant Staff Members
 22. Safe lifting
 23. Smoking
 24. General
 - a. Visual Display Units
 - b. Lighting
 - c. Workstation
 - d. Staff Room
 - e. Electrical Appliances
 - f. Chemicals
 - g. Signage
 - h. Infectious Diseases
 25. Ongoing Review of Health & safety Procedures
 26. Procedure to be followed in case of accident
 27. Health and safety in the classroom
 28. Review ,Monitoring and ratification
- Appendices
1. Roles and Responsibilities
 2. Training Record
 3. Health and Safety checklists

1. Introduction

This policy was developed to ensure that health and safety procedures are in place in the school, that all members of staff are aware of the importance of health and safety and how to ensure that health and safety standards are maintained. The Deputy Principal has led the formation of this health and safety policy with the assistance of the staff, the Principal as well as the Board of Management of the school. This policy has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety of employees at work under the management of the Board of Management. This policy should be read in conjunction with the schools' Safety Statement and Risk Assessments.

The North Dublin Muslim National School is located in Cabra, Dublin 7. Currently it has a staff of 34 people. At different times throughout the year the school may also have a number of people carrying out voluntary work experience within the school.

The North Dublin Muslim National School aims to provide a safe, secure and pleasant environment for everyone. The health, safety and welfare of all the people in our school are of fundamental importance. This policy is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards, and their associated risk level, to the attention of the management and staff.

The Board of Management of the North Dublin Muslim National School aims to ensure a safe working environment for both staff and pupils at all times and to improve our safety standards where possible. Responsibility for health and safety rests with all staff at all levels within the school. This policy will be revised on an ongoing basis by management in order to achieve our overall objective: to improve safety awareness and reduce accidents and ill health within the school.

This policy runs in tandem with all other cross over policies of the North Dublin Muslim National School e.g. the Code of Discipline, the Critical Incident Policy, and the Dignity at Work Policy.

This policy is located on file in the principal's office, on the staff shared drive and on the school website. The policy will be introduced to all new employees during their Induction.

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees to consider safety as a joint responsibility. The safety and health of all North Dublin Muslim National School employees is an important objective of the school. Each of us, at all levels of the school, must co-operate to ensure that safe working becomes an instinctive habit.

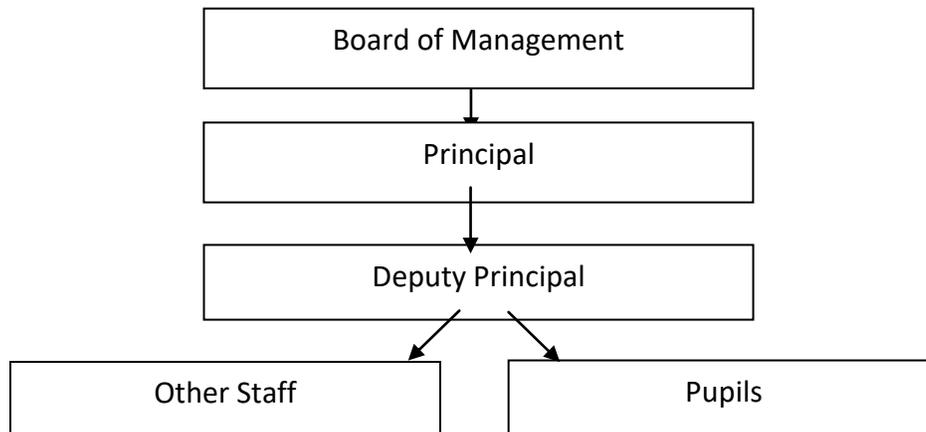
2. Statement of Intent

We commit ourselves as a team to doing the job right, first time, in a safe manner, all the while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. The health and safety policy specifies the manner in which the safety and health of persons employed by the school will be addressed. Members of staff are welcome to discuss the contents of this document, or any ideas they may have with regards to improving school safety, at any time. Staff members are asked to bring any safety concerns to the personal attention of the Deputy Principal.

The deputy principal has a responsibility for health and safety at the school as part of their post and works in consultation with the principal. The deputy principal, with the assistance of the members of staff, will complete a thorough safety Inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the health and safety policy. It is recognised that the writing of the policy itself will not increase safety awareness or improve safety standards. The policy provides a base line for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the policy.

The North Dublin Muslim National School will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

3. Health & Safety Roles and Responsibilities



3A. The Role of the Board of Management

The Board of Management of the North Dublin Muslim National School shall support the principal in his/her role as the 'day-to-day manager' of the school under the following points:

- Lead by example and respond to all reasonable health and safety concerns.
- Oversee the provision and maintenance of safe and healthy working conditions, in accordance with all statutory requirements.
- Oversee the provision of training, information and supervision in an appropriate manner and language to employees.
- Oversee the provision of all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the school's activities.
- Regularly review this policy and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff, pupils and others.
- Ensure that ongoing assessments of our operations through the medium of audits and

inspections are carried out.

- Ensure communication and liaison is maintained with all those who need to be aware of the requirements of this policy and its procedures.
- Oversee the appointment of a Health and Safety representative from within the staff.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the principal, deputy principal and all members of staff in the implementation of this policy.
- Ensure that the safety rules and procedures are adequately communicated to staff.
- Ensure procedures are in place to ensure that all equipment is properly maintained and safe to use.

3B. Principal

The Principal as the 'day-to-day manager' of the school shall:

- Monitor the competence of all members of staff under the control of the Board of Management to carry out their work safely. The Principal is to follow the correct procedures should he/she have any concerns in this regard. The Principal shall ensure all staff are fully aware of all hazards in their job, both to themselves and others.
- Arrange to annually appraise the effectiveness of the policy.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire-fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure that an appropriate number of Fire Wardens (teachers) and First Aiders have been appointed from among the staff (see appendices).
- Ensure that the health and safety policy is brought to the attention of all staff members on commencement of employment and on an annual basis thereafter.
- Ensure that the policy, and relevant supporting documentation, is available for employees to view.
- Require employers, from whom the school contracts services, to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

3C. Health & Safety Representative

The Health & Safety Representative/Deputy Principal is responsible for coordinating the Safety, Health and Welfare concerns dealt with in the Safety Statement.

He will:

- Complete a safety inspection of the school premises on an annual basis.
- Ensure that fire drills are organised and carried out on a termly basis.
- Ensure that adequate First Aid provisions and arrangements are in place.
- Ensure that all accidents involving employees, however slight, are reported, documented, and where necessary, fully investigated and remedial advice provided. He will support all staff in this function.
- Ensure where an accident removes a person from their place of work for three or more consecutive days after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (to be completed on line www.hsa.ie)
- Review risk assessment and safety statements if there is reason to believe that these documents are no longer valid in their present state, or if there has been a significant change to statutory requirements. Risk assessment and safety statements are to be updated, modified or amended as necessary.
- Report without delay, any health and safety issues or concerns to the school principal.
- Follow the following rule at all times: Spot it, Sort it, Can't Sort it, Report it.

3D. Teaching staff

All Teachers are responsible for creating a genuine safety culture within the School.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils.
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- Regularly inspect their areas, by means of a walk-through inspection, to ensure the standards in both safety and hygiene are being complied with.
- Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

3E. All Employees

- All staff members have a responsibility to ensure they remove hazards where possible and if they cannot remove the hazard they should report it immediately to the Health and Safety representative
- It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of this policy within their areas of influence.
- Teamwork is critical in the implementation of our policy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to carry out their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to school equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.
- All employees must co-operate fully with all the provisions taken by the North Dublin Muslim National School in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

13. (1) An employee shall, while at work –

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,*
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,*
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,*
- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,*
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,*
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,*
- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or*

her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,

of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f).

(Safety, Health and Welfare at Work Act, 2005, Section 13)

3F. Pupils

The North Dublin Muslim National School promotes the growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives. Pupils will be encouraged to participate in helping to create a safe learning environment in school. Children are taught about health and safety and teachers take every opportunity to educate children through the teaching of the curriculum.

4. Resources and Welfare Facilities

The North Dublin Muslim National School will provide the appropriate resources and welfare facilities necessary, and where applicable, the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements have been dedicated:

- The Board of Management, with the assistance of the school Principal and the Health & Safety Representative, will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- The North Dublin Muslim National School will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of staff members are trained in First Aid.
- A fully stocked First Aid kit for use in any accidents is located in the foyer area.

5. Staff Training

The North Dublin Muslim National School is committed to providing appropriate health and safety training for all employees, applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure

that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given in specialised areas where staff may require the skills to ensure that high levels of safety are maintained. A training record can be found in appendix 2 of this document.

These specialised areas will include the following:

Course	Required Attendees
Induction Training	All new staff
Manual Handling	Caretakers
Fire Warden/Awareness and use of Fire Extinguishers	All staff
Emergency Evacuation Training (Fire Drill)	All staff
First Aid Training	Selected staff
Defibrillator Training	Selected staff

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with their employees on matters of health and safety. It is the policy of the North Dublin Muslim National School to consult with their employees on matters of health and safety and to encourage a team work strategy in the implementation of this policy. This is to be carried out through regular communication with staff. The Board of Management is responsible for consulting with, and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. All employees will be given the opportunity to discuss any concerns they may have in relation to the implementation of the health and safety policy at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff have raised at staff meetings or brought to the attention of the Health and Safety representative, will be discussed at the Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them immediately by the Principal.

6. Contractor Control Policy

A contractor is defined as anyone who undertakes or carries out work either themselves or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the school. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for the North Dublin Muslim National School must provide copies of the following items:

- Employers and public liability insurance certificates.
- The Contractor Company Safety Statement.
- Any specific method statements applicable to the more hazardous work to be carried out.
- Any applicable statutory test or examination certificates for equipment brought or used on site.

7. Visitor Control Policy

A visitor is defined as any person who comes within the boundary fence of the school for the purpose of meetings or visiting staff members or management. The definition also applies to persons attending interviews for a potential job.

The visitor will not carry out any work and will be accompanied by an appropriate member of staff at all times during their visit. In the event of a fire, or emergency evacuation, the visitor will be instructed to accompany the staff member to the assembly point. Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed. Visitors to the site must observe and obey all safety signs posted throughout the facility. Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.

All persons coming onto the school premises must report to the school office before gaining admittance to the school premises and should sign in and out in the Visitors' Book. Any contractor should make direct contact with the Principal, Deputy Principal or secretary before initiating any work on the school premises.

All staff and visitors to the school must sign in and sign out of the premises for health and safety purposes.

8. Health and Safety in Curricular Areas

8A. Visual Art

Staff have a responsibility to ensure that:

- care is taken when using design and cutting equipment
- classrooms are appropriately ventilated
- any spillages are cleared up and appropriate signs put in place if necessary
- dangerous substances, such as glue and scissors, are stored and accessed appropriately
- care is taken when handling glass
- protective clothing is provided when required
- hand washing facilities are maintained

8B. PE

Teachers will present the class with a warm up activity at the start of physical exercise and a cool-down activity at the end. Through consistent good practice children will acquire a practical knowledge and understanding of preparing the body safely for exercise and recovering afterwards.

Emphasis will be placed on the maintenance of good posture throughout all activities especially when lifting/carrying apparatus.

In relation to clothing, the clothes worn should allow mobility during all activities and should be appropriate for a variety of conditions. Appropriate footwear is particularly important and pupils shall not be permitted to work indoors in socks which do not grip the floor. All jewellery shall be removed before physical activity.

The equipment used for all activities should be suited in size, weight and design to the age, strength and ability of the children in question. All equipment should be of good quality and in good repair. When using a confined space all unnecessary hazards should be removed.

9. Fieldtrips

The North Dublin Muslim National School recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum. Adequate supervision will be carried out by staff on any excursions. Staff instruct pupils to wear seat belts at all times when the vehicle is moving and only to remove them when instructed to by a member of staff.

10. Medication / Allergies

- All staff members are aware of the names of children who have specific medical conditions e.g. allergy to nuts, bee stings, epileptics etc.
- Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short-term illness or if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil.
- In exceptional circumstances the Board of Management may appoint a staff member to give medication if a request has been received from a family doctor and parent to do so.
- A staff member, who, with the consent of the Board of Management, does take on the responsibility for administering medicines takes on a heavy duty of care.
- If a child has, for example, a serious nut allergy / an allergy to wasp stings etc. the parents will inform the class teacher who will inform the principal. If parents have been advised that immediate action may be needed, they must inform the Board of Management in writing, with advice from the family doctor as to what procedure should take place. If necessary, the Board of Management will appoint a staff member to administer necessary medication.
- Parents may be asked to provide a photo of the child for pupil identification purposes to all staff members and will be displayed in the staff room.

11. Introduction to Emergency Evacuation Policy

An emergency evacuation procedure has been established at the North Dublin Muslim National School that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An evacuation procedure has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in, and should make themselves aware of, the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. A number of selected staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

The Emergency Site Controller is the Principal. The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

The Deputy Emergency Site Controller is the Deputy Principal. If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class rolls at the assembly points and await direction from the Emergency Site Controller.

12. Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<u>Test/Inspection/Examination</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	12 Monthly	External – Contractor
Fire Alarm System	3 Monthly	External – Contractor
Emergency Lighting	12 Monthly	External - Contractor

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register.

13. Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullet points takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

Should a fire occur in any area of the school, the following actions should be taken:

- Ensure the alarm is raised and obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the appropriate extinguishers and hoses etc. Do not put yourself at risk.
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the building & move towards the Assembly Point
- Call the Fire Brigade

Upon hearing the Fire alarm:

- Everyone should leave the building using the nearest escape routes. Class teachers are to bring Roll Books with them. Walk quickly but calmly and quietly. Do not overtake.
- Do not return for anything you have forgotten.
- If time permits (small fire), close door and windows of room.
- Move to the allocate Assembly Points (Located in the school yard). Class teachers shall call the roll.
- Wait for direction from the Emergency Site Controller

Firefighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk.

14. Emergency Contact Numbers

Service	Location	Telephone no.
Fire Brigade	Phibsborough Fire Station	112 or 999
Gardaí	Cabra Garda Station	112 or 999 01 666 7400
Ambulance	Nearest available location	112 or 999
Hospital	Temple Street Children's Hospital Mater Misericordiae University Hospital	01 878 4200 01 803 2000
Fire Alarm	Masterfire	041 6853313
Security Alarm	Digital security	01 6792210

15. Other Hazards

It is the policy of the North Dublin Muslim National School that the school is properly maintained in the following ways:

- Dampness is minimised.
- Draughts are minimised.
- The roof is properly maintained.
- All electrical fittings are properly fitted and safe.
- Adequate lighting exists in all internal areas and there are external lights over each exit.
- Proper ventilation exists.
- All windows open safely.
- Doors leading to toilet areas, links doors in corridors and all exit doors are properly sprung and are not allowed to swing freely.
- The playing surfaces in the playground are safe and even.
- All manholes and gullies are properly and safely covered.

- The path entrances to the school are safe and even.
- Hallway condensation is minimised.
- The floors in hallways, passageways and toilet/bathrooms are kept dry.
- No objects/units should exist in hallways or passageways which might impede movement.
- Adequate lighting exists for the hallway and passageways.
- Mats are not positioned in a hazardous way.
- Rubbish is not allowed to accumulate.
- All individual classrooms are safe and healthy places.
- All light switches and sockets and electrical equipment are safe and are properly used and there are no trailing wires.
- All lights are working and that all light tubes have safety covers.
- All p.e. equipment and equipment used in sport be maintained, used and stored properly and safely in the designated store room.
- The children are not allowed out to the playgrounds when they are flooded, when there is ice on the ground or when the surface is slippery as a result of frost.
- Any ice or frost is treated on the path leading to the school when necessary.
- The yard should be checked each morning and anything dangerous to pupils removed.
- Toilet paper, soap and clean towels are provided in each toilet area.
- The children are taught and encouraged to keep the toilet area in a safe, healthy and hygienic condition.
- The toilet areas be inspected and cleaned on a daily basis.
- The staff toilet areas are equipped with toilet paper, soap, clean towels and sanitary disposal units.

16. Constant Hazards

16 A. Machinery, kitchen equipment and electrical appliances

Machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

16 B. Chemicals

Chemicals, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection is provided for use when handling them.

16 C. Highly polished or wet floors

Floors will not be polished to a dangerous level or made slippery. The washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, the elimination of danger of slipping. Warning signs regarding wet floors will be used.

Mats will be strategically positioned so that slipping on a wet surface will be avoided. As a matter of course children will be trained to wipe their feet as they enter the buildings in order to avoid slipping.

16 D. The code of discipline

The code of discipline in the school provides for a level of behaviour to minimise personal risk or stress to any person.

16 E. Access to school

When a staff member feels at risk from or threatened by a particular person on school property, this must be brought to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

16 F. Noise

Sound pollution - room to room, corridor to room, yard to room etc. be minimised.

17. Accident Reporting & Investigation Procedure Policy

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health & Safety Representative/Deputy Principal and recorded on the appropriate accident form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative on Form IR1 or IR3 (www.hsa.ie). An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

18. Accident Reporting & Investigation Procedure

Upon notification of an accident, the Health & Safety Representative or Principal/ Deputy Principal should go immediately to the scene of the accident, bringing with him/her the injury and accident form/log book to record details.

The staff member in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt. Photographs of the scene should be taken where necessary. The teacher should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

19. School Building Opening Hours / Key Holders

The caretaker opens the school at 07:00. If the caretaker is unavailable to open the school, another key-holder will. No responsibility is accepted for pupils arriving before 8.50 a.m.

08:50	School doors open to admit pupils
13:30	End of school day for Junior and Senior Infants
14:45	End of school day for 1st to 6th classes.

The caretaker closes and locks the school at or before 18:00. If they are not available to close and lock the school they will arrange with the principal for another key-holder to do so.

When electricians/plumbers and other workmen need access to the school the principal makes an arrangement with the caretaker to open the school as required.

The Deputy Principal and Assistant Principal I are key holders. They are permitted to enter the school to do work. However, they must inform the caretaker or principal in advance when they will be in the school outside school hours.

20. Anti-bullying and Anti-harassment

The North Dublin Muslim National School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. The North Dublin Muslim National School recognises that conflict may occur amongst any members of the school community.

This can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

The North Dublin Muslim National School will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career. As far as the North Dublin Muslim National School is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff and contractors. Staff members/parents are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

The North Dublin Muslim National School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against all risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace can include:

- Faulty work organisation

- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of a member of the senior management team – r Eoin Walsh, Mr Aidan Kelly or Ms Suzanne Wehrly.

21. Pregnant Staff Members & Staff Members Returning from Maternity Leave

The North Dublin Muslim School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts.

In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- The pregnant staff member and principal will meet to complete a risk assessment.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers in line with Circular 0060/2018.

22. Safe lifting

No person will be expected to lift a load that would be likely to cause them injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate.

Every employee must be familiar with the correct lifting techniques. These may be summarized as follows:

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps.
- Always consider whether help is necessary to lift an awkward or heavy load.

23. Smoking

The school is a non-smoking establishment. Smoking is not permitted in any part of the premises or grounds at any time by any person regardless of their status or business with the North Dublin Muslim National School. All visitors, contractors and deliverers are required to abide by the no smoking policy. Staff members are expected to inform visitors of the no smoking policy should an issue arise.

24. General

24 A. Visual Display Units

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs. Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen can be acquired if necessary.

24 B. Lighting

Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

24 C. Workstation

The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish. Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable height and tilt for the principal, secretary and other staff where appropriate.

24 D. Staffroom

Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it. If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

24 E. Electrical appliances

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person. Any faulty equipment must be brought to the attention of the Deputy Principal.

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 intact and free of cuts or abrasions.
- Leads of appliances are unplugged every evening.
- Microwave is turned off at socket when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher.

24 F. Chemicals

It is the policy of the North Dublin Muslim National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

24 G. Signage

Various signs are in place throughout the school and external areas to provide information on the location of emergency exits, firefighting equipment and to identify any hazards.

24 H. Infectious diseases

It is the policy of the North Dublin Muslim National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases. The school will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

25. Ongoing Review of Health and Safety Policy

It is the policy of the North Dublin Muslim National School that the Health and Safety Policy be reviewed and updated as necessary. To this effect, on an annual basis, the Health and Safety Representative will check the following:

Passages

- Floor surfaces are even and are not slippery
- Passages are adequately lit
- Litter or rubbish has not been allowed to accumulate
- Mats, etc, are not positioned in such a way as to be tripping hazards
- There are no areas of loose, flaking or damaged paint, plaster or plaster board

Doors and windows

- Doors are unobstructed
- Doors with glass windows have toughened or laminated glass
- Doors with a fire resistance requirement have wire reinforced glass
- There are no doors with:
 - Loose or broken hinges
 - Damaged or sticking catches
 - Broken wood panels or glass panels
 - Loose or stiff handles
- Doors are not allowed to swing freely without restraint
- Windows are not broken or cracked
- Windows open easily without undue force being applied
- Windows do not jut out dangerously when open
- Windows do not have broken fastenings or cords

Heating and ventilation

- The heating system is regularly serviced and maintained in good order
- The heating system is adequate to comply with the requirements of circular 24/82

- Where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. blinds
- Windows can be easily opened to allow for adequate ventilation

Fire safety

- The fire exits and escape routes are clear from obstructions
- Fire doors are kept unlocked and unobstructed whilst people are on the premises
- All designated fire exits are clearly marked
- Evacuation procedures are clearly displayed
- Staff and children are familiar with evacuation procedures
- Staff are familiar with and have been adequately trained in the procedure to be followed when using firefighting equipment
- There have been practice evacuations/fire drills held three times a year
- Fire doors open outwards and are not held or wedged open
- Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- The firefighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers' recommendations
- The fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building
- Flammable substances e.g. cleaning fluids, photocopying chemicals etc. are stored correctly, away from any sources of heat

Electrical equipment

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- Equipment is correctly wired and earthed
- Plugs are correctly wired
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug)
- The mains supply is still capable of meeting the maximum demand
- The distribution system (i.e. Sockets, bench supplies etc.) is suitable for the type of work being carried out

Lighting

- All the light fittings are working and are kept in a clean condition
- Light switches are not broken and appear to be in a safe condition
- The lighting is adequate for the type of work being undertaken as specified in circular 24/82

Plugs/sockets/leads

- Plugs are in good condition with no cracks or pieces missing
- Sockets are in good condition with no cracks or pieces missing
- Socket screws and mountings are secure
- Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp
- Indicator lights on sockets function correctly
- Insulation on leads is not cracked or frayed

- Leads are without knots or joins and are reasonably free of 'kinks'
- Leads are the correct length for the equipment being used
- There are no trailing leads
- Multi-point adaptors are not being used
- Leads and flexible cable are securely fixed at both equipment and plug ends

Equipment

- Fixed and portable electrical equipment is not damaged and as far as can be ascertained, is operating correctly
- Copies of manufacturers' instructions/operating manuals are easily accessible
- Equipment is only being used for purposes for which it was intended
- Where appropriate, all electrical equipment is switched off and, unplugged when not in use
- On/off indicator lights function correctly
- Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat
- Equipment containing liquid has a leakage detector
- All items of electrical equipment are properly and regularly maintained and serviced

First Aid

First aid kits are readily available and adequately stocked with:

- A booklet with general first aid guidance
- Sterile water
- Individually wrapped sterile adhesive and non-adhesive dressings
- Sterile eye pads, with attachments (e.g. Standard dressing)
- Triangular bandages (preferable sterile, but if not, sterile covering appropriate for serious wounds should also be included)
- Safety pins
- Selection of medium, large and extra large sterile medicated dressings; disposable gloves
- Non-woven gauze
- Crepe and roller bandages
- Tweezers and scissors
- Disposable bags for cleaning materials and soiled gauze
- Defibrillator

A small first aid kit is available in each classroom. An incident folder is maintained in the principal's office and kept up-to-date.

Non-teaching areas

Offices

- Substances for use with photocopying/duplicating machines are stored correctly and the room where the photocopier machine is operated is adequately ventilated.

Boiler room

- All safety devices in the boiler room are in proper working order
- The boiler is regularly maintained by a competent person
- All cleaning materials, particularly those which might be hazardous, are securely stored

26. Procedure to be followed in case of accident

- Hazards are identified and reported on an annual basis or as they may arise by teachers or other staff members to the Safety Representative (Deputy Principal). If these hazards can be dealt with appropriately the Safety Representative will ensure that the necessary actions are carried out. If not, the Safety Representative passes on these reports to the Safety Officer.
- Pupils are supervised at all times in the classroom situation. If there is an urgent need for a teacher to leave the classroom, the classroom door should be left open and the teacher next door alerted to monitor behaviour. Pupils should never be left unsupervised in the yard during break time. See yard supervision rosters.
- In the event of a minor accident in the classroom, school building or yard, the injured child is treated by a teacher trained in First Aid. The First Aid kit is stored in the staffroom. Slight cuts or grazes are treated by cleaning with cold water.
- In the event of a child becoming ill or being involved in a serious accident, every possible effort will be made to contact the pupil's parents or the person delegated to take responsibility for the pupil. If a child is seriously injured in the classroom, the teacher notifies the teacher next door who reports the incident to the office. If necessary the principal or secretary will ring for an ambulance. Arrangements will be made to take the other children out of the classroom. The injured child stays with a member of staff qualified in the administration of first aid, until the arrival of his/her parents / guardians or the ambulance. If parents / guardians cannot be contacted, the principal or other member of the in-school management team will accompany the child to hospital in the ambulance.
- In the event of an accident involving a pupil, a report should be written by the teacher in charge of the pupil at the time of the accident. This report should be written into the school accident report form and sent to the principal's office for storage in the incident report file.
- Parents are asked to fill in a confidential form each school year giving emergency contact telephone numbers. The school should be notified immediately of a change of address or telephone number.
- If a teacher has a serious accident or illness, a child should report to the teacher next door. All pupils will be informed at assembly at the beginning of each term of the need to report to the teacher next door in the case of serious accident or illness to the class teacher. The teacher next door sends a message to the office. Either the principal or the secretary will ring for an ambulance if deemed necessary. The teacher next door takes the children out of the injured teacher's classroom. A staff member qualified in the administration of First Aid stays with the injured / ill teacher until the ambulance or medical aid arrives. The principal or other member of the in-school management team will accompany the teacher to hospital in the ambulance.

27. Health and Safety in the Classroom

Ten basic rules

1. No running indoors.
2. Classes should always move in single file in the classroom, in the corridor and to and from the yard.
3. In the classroom, aisles should be kept clear of bags, boxes etc.
4. Pupils should never climb on surrounding walls.
5. Pupils should not balance chair on two legs whilst sitting.
6. A safe distance should be kept from the pupil in front of and behind you in the line.

7. No rough or boisterous play at break times.
8. Personal hygiene is important. Wash and dry hands after using the toilet.
9. Use disposable tissues when you have a runny nose.
10. Keep your uniform clean and tidy and make a big effort to keep your classroom tidy.

Other points for good classroom management

- Classrooms should be well ventilated. Toilet doors leading from classes should always be closed.
- Chairs or desks must not be used for putting up wall charts or pupils' work. A step ladder should be used for this purpose.
- Slamming of doors is not allowed.
- Pupils should be asked to clean crumbs etc. off their desks when they have finished their lunches and bring home all lunch waste.
- Pupils are not allowed to eat or drink on the corridor.
- Paper should be disposed of in the recycling bin.

A classroom cleaning roster should be established in each classroom incorporating such tasks as picking papers up from the floor, ensuring that toilets are flushed each evening, keeping sink areas clean and tidy, tidying books away and ensuring that the classroom is generally neat and clean.

28. Review, monitoring and ratification

This policy was presented to and approved by the Co-Managers in November 2019. The policy will be implemented from 1st December 2019.

A copy of the policy is available on the school's shared drive, the school website, and is available from the office upon request.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Appendix 1: Roles and responsibilities

Area of responsibility	Person Responsible
Overall responsibility for Health and Safety	Board of Management
Principal: Employed as the day-to-day manager of the school. Brings H&S concerns to attention of the H&S officer. Takes on responsibilities as listed herein.	Eoin Walsh
Health and Safety Staff Representative Takes on responsibilities as listed herein.	Aidan Kelly
First Aid team	First Aid trained staff
Spot it, sort it, can't sort it, report it. Follow procedures herein.	All staff
Will administer injection to child with serious allergy to nuts.	
Annual check of electrical equipment	Hired electrician

Appendix 2: Training Record

Course	Staff Involved
Induction Training by Health & Safety representative	All new staff
Manual Handling	Caretaker
Fire Warden/Awareness and use of Fire Extinguishers	Selected staff
Emergency Evacuation Training (Fire Drill)	All staff
First Aid Training	Selected staff

Appendix 3: Health and Safety Checklist

Safety Inspection Checklist			
Area _____	Auditor _____	Date _____	
Hazard Type: Access	Yes	No	Action
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency egress routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked on a 13-week basis?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

Safety Inspection Checklist

Area _____ Auditor _____ Date _____

Hazard Type: Fire	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all firefighting equipment easily accessible?			
Is all firefighting equipment serviced and labelled and fitted with a seal?			
Is staff trained in the correct use of firefighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			
Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			

Safety Inspection Checklist			
Area _____	Auditor _____	Date _____	
Hazard Type: Slips, Trips and Falls	Yes	No	Action
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced			

Safety Inspection Checklist			
Area _____	Auditor _____	Date _____	
Hazard Type: Manual Handling	Yes	No	Action
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			
Are floor surfaces kept clear and in good condition where staff have to lift?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			

Safety Inspection Checklist			
Area _____	Auditor _____	DATE _____	
Hazard Type: Electrical	Yes	No	Action
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-meter space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			