



Harcourt Terrace Educate Together National School  
Email: [info@htetns.ie](mailto:info@htetns.ie) Address: 157 Rathmines Road Lower D06 R621  
No: (01) 5292970

## **Health and Safety Policy**

**Mission Statement:** Harcourt Terrace ETNS is an Educate Together School, run in accordance with the Rules for Primary Schools of the Department of Education and Science. We at Harcourt Terrace ETNS, seek to provide an environment that is child-centred, co-educational, equality-based, and democratically run. Our mission is to educate our pupils to their fullest potential while enhancing their self-esteem and creativity. All pupils are treated as individuals and their uniqueness is celebrated. All members of our school community are encouraged to respect themselves and others and we aspire to provide our children with the life skills necessary to become the best they can be.

### **School Profile:**

School Name: Harcourt Terrace ETNS

Address: 157 Rathmines Road lower, Rathmines, Dublin 6.

Description: We are a developing school, opened since 2018. We have classes catering for students from Junior Infants-4<sup>th</sup> class, and two classes for autistic students. We are located in temporary accommodation in Rathmines, and we are due to move into our new school building in September 2024.

Staff: We have a strong and dedicated team of 26 in our school, which is constantly growing and developing.

Pupil numbers: We have 169 pupils enrolled in the 2023/2024 school year.

Facility information: We are located in a four-storey, old D.I.T building, built in the 1901. We currently occupy the ground floor and basement level where the toilets are located. We have a yard area for play at the rear of the building and use the front carpark as an assembly point for arrival and dismissal of pupils.

Management body: Responsibility for managing the school is vested in the board of management.

### **Introduction and Rationale**

The Chairperson and Principal of Harcourt Terrace ETNS recognises the importance of the Safety, Health, and Welfare at Work Act, 2005.

This document sets out the Health and Safety Policy of Harcourt Terrace ETNS and specifies the means to achieve the policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to all members of the school community, with whom we come in contact.

This policy requires the co-operation of all employees of the school. We expect that the school management and teaching staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill-health and to promote this as part of their ongoing duties.



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This policy will be reviewed in light of experience, changes in legal requirements and operational changes and developments at Harcourt Terrace Educate Together National School.

Hazard identifications, risk assessment and control measures will be undertaken annually (Appendix 1).

All records of accidents or ill-health will be monitored in order to ensure that any safety measures can be put in place, wherever possible, to minimize the recurrence of such accidents and ill-health. (Appendix 2)

### **Duties of Employees**

It is the duty of every employee of Harcourt Terrace ETNS while at work to:

- be aware of the first aid procedures in the school and to know the location of the first aid boxes/supplies.
- take reasonable care for their own health, safety, and welfare and that of any person who may be affected by their acts or omissions at work.
- ensure that the clothing and footwear worn at work are suitable from a safety viewpoint.
- report any defects in teaching aids, equipment, or machinery immediately to the principal (record in maintenance book with name and date).
- report any accident or damage, however minor, to the principal or safety representative.
- ensure that corridors, doorways etc, are kept clear and free from obstruction.
- ensure that they know the procedures in the event of a fire.
- not to attempt to lift or move on their own, articles or materials so heavy as likely to cause injury.
- not to try to use, repair or maintain any equipment for which they have not received full instructions or training.
- suggest ways of eliminating hazards and improving working methods in the school.
- have read and understood this policy (the school's Health and Safety Policy) and carry out their work in accordance with its requirements.

### **Consultation and Information**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS to:

- consult with staff in the preparation and completion of the Health & Safety Policy
- issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management
- convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available
- ensure that Health and Safety will form an integral part of future staff training and development plans.

### **Hazard Identification, Risk Assessment and Control Measures**

The Chairperson and Principal of Harcourt Terrace ETNS recognises that the activities within the school building and within the school grounds may present risks to health, safety, and welfare.



It will be our policy that at the end of each school year a hazard identification and risk assessment will be carried out by management and staff and the results communicated to the safety representative (Appendix 1). Following this hazard identification and risk assessment, necessary repairs will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, health and safety issues will be included on the agenda of each staff meeting, senior management meeting and Board of Management meeting throughout the school year. All possible control measures will be taken to reduce the risks to pupils, staff, parents, and visitors.

Some hazards can be rectified but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency. Those hazards that cannot be rectified will be clearly indicated and procedures listed beside them.

### **Hazards**

#### **Fire**

- It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that there will be an adequate supply of fire extinguishers which will deal with any type of fire.
- All fire equipment will be identified and checked annually.
- Fire drills will take place at least once a term.
- The school building will be checked by a Fire Officer and all recommendations made will be implemented.
- Instructions will be given on the use of fire extinguishers for specific materials/equipment.
- Fire alarms will be clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors. An assembly point will be designated outside the building.
- All electrical equipment will be switched off or unplugged outside of school Hours and when the school is closed for lengthy periods.
- The “Be Safe” lessons will be taught at each class level as part of the SPHE programme.

#### **Machinery, Equipment and Electrical Appliances**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that all machinery, equipment, and electrical appliances are used only by competent persons. All equipment will be subject to regular maintenance checks.

#### **Chemicals**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked area and protection provided for use when handling them.

#### **Drugs/Medication**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that all medications, drugs etc. will be kept in a secure cabinet, locked at all times to which the key is kept in a safe place. Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication.



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In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents in writing. (See Substance Use/Administration of Medication Policy)

### **First Aid**

- It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that there are first aid boxes available for each class and staff area in the school.
- There is a travel first aid bag for the yard containing plasters, tissue, sterile water, and disposable gloves for all staff who are on yard each day.
- The travel first aid bag will remain with teachers on yard duty and is used is on yard on any given day when needed by all staff.
- Our storeroom has disposable gloves as well as a range of PPE such as disposable aprons, masks, visors which can be used as needed.
- There is a first aid kit for school trips. This First kit is stored in the staffroom.
- Disinfectants and sprays etc. will not be applied in case of allergies.
- Hypo- allergenic plasters are available for use.
- Ice packs are stored in the freezer in the staffroom- these must be returned after use.
- If staff notice that supplies are low in any of the first aid kits they must inform the safety representative or member of management

### **Trips and Falls**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that:

- All classrooms, corridors and stairways will be adequately lit.
- All classrooms, corridors and stairways will be adequately lit.
- Defects in flooring, stairs, handrails, and lighting must be reported immediately.
- Floors will be cleaned and dried daily and kept in good condition.
- Floors will be washed outside of school hours to eliminate the danger of slipping.
- All spillages must be cleaned up immediately.
- Electrical cables must not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils, or visitors.
- Waste must be removed daily to a secure external collecting area.
- All light fittings, windows and skylights will be cleaned regularly and broken light bulbs will be replaced when required.
- All external paths will be maintained to ensure that they do not cause a trip hazard.
- All covers to drains and gullies will be positioned in such a way as not to cause a trip hazard.
- All corridors, doorways and pathways will be kept clear of obstruction.
- Schoolbags will be stored under desks or on the back of chairs.
- Chairs should be pushed in when children are leaving the classroom.
- Pupils will not be allowed out during break time if the yard is flooded or when there is ice or heavy frost on the ground.



- Children must wear suitable footwear at all times- runners must be worn for P.E. Jewellery is not allowed at school, with the exception of stud earrings and watches. Children will be asked to remove their watches before PE lessons.
- Coats must be hung on coat hooks provided.
- Stairways, steps, and ramps will be provided with handrails.
- Our Code of Behaviour will encourage the children to move around the building in a calm and quiet way. (See Code of Behaviour)
- Hot liquids are not permitted outside the staffroom unless they are contained in an appropriately covered mug with a lid.

### **Access to Employees**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that if an employee feels at risk from or threatened by a particular person on school property this must be drawn to the attention of the Chairperson and Principal. The Chairperson and Principal will ensure that in such circumstances all appropriate measures will be taken to protect employees. (See: Anti-Bullying Policy)

### **Stress in the Workplace**

Occupational stress is an increasing concern for managers and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. Other factors which can cause stress include:

- staff's relationships with pupils
- staff's relationships with colleagues
- staff's relationships with parents
- management issues etc.

The Chairperson and Principal must recognise that the pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence, or laziness. Safeguards and controls must be implemented at organisational level. This can include social support, career development and training, managerial support, control of one's own work and positive staff communication.

### **Other Welfare and Health Issues**

It is the policy of the Chairperson and Principal of Harcourt Terrace ETNS that:

- Dampness and draughts will be minimised
- Rubbish will not be allowed to accumulate.
- Proper ventilation will exist.
- Adequate toilet facilities will be provided and maintained in a good, clean, hygienic condition.
- Adequate washing facilities will be provided.
- Toilet paper, soap and hand towels will be provided in each toilet.
- School furniture will be maintained and repaired if necessary.
- Arrangements for eating will be provided in the form of a staffroom.



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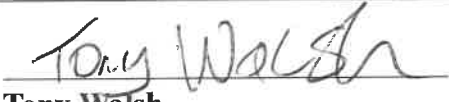
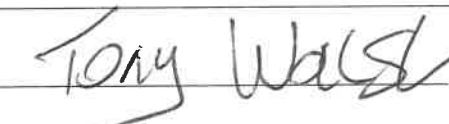
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### Dissemination of Policy

The attention of all newly appointed staff will be drawn to this policy upon their appointment to the school. This policy will be published on the school website and provided to the Parent Guardian & Teacher Association, when established. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

Signed on Behalf of the Board of Management:

<b>Chairperson:</b>	 Sylvia O'Halloran
<b>Date:</b>	_____ 23 May 2024
<b>Principal:</b>	 Tony Walsh
<b>Date:</b>	_____ 23 May 2024
<b>Health &amp; Safety Officer</b>	
<b>Date:</b>	_____ 23 <sup>rd</sup> May 2024



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### **Safety Statement**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management at Harcourt Terrace ETNS, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of a 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, students, contractors, and visitors to the school.


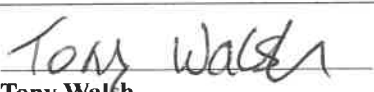
It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the health, safety of all staff.

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 health and safety matters pertinent to the activities of the school.
- continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate, and effective.
- consult with staff on matters related to health, safety, and welfare at work.
- provide the necessary resources to ensure the health, safety, and welfare of all those to whom it owes a duty of care, including staff, students, contractors, and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational health and safety policy and undertakes to review and revise it in light of changes in legislation, experience, and other relevant developments.

### **Signed on Behalf of the Board of Management:**

<b>Chairperson:</b>	 Sylvia O'Halloran
<b>Date:</b>	23 <sup>rd</sup> May 2024
<b>Principal:</b>	 Tony Walsh
<b>Date:</b>	23 <sup>rd</sup> May 2024



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**Appendix 1: Hazard Identification, Risk Assessment and Control Measures**

<u>Hazard</u>	<u>Is the hazard present? Y/N</u>	<u>What is the risk?</u>	<u>Risk Rating? High/ medium/low</u>	<u>Controls</u>	<u>Is the control in place?</u>	<u>Action to be taken?</u>	<u>Person responsible?</u>	<u>Signature &amp; date when action complete</u>





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## Appendix 2: Accident/Incident Report Form

### INJURED/ILL PARTY DETAILS

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

### STATUS

*Student, Staff Member, Visitor, Contractor or Other:*

\_\_\_\_\_

### DETAILS

*Date, Time and Place of Accident/Incident:*

\_\_\_\_\_  
\_\_\_\_\_

*Date and Time reported to Management:*

\_\_\_\_\_

### TYPE OF ACCIDENT: MAIN AGENT WHICH CAUSED ACCIDENT:

*Injured/damaged by a person:*



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*Struck by/contact with:*

*Caught in/under:*

*Slip/trip/fall:*

*Road Traffic Accident:*

*Exposure to substance:*

*Manual handling:*

*Property damage:*

***PART OF BODY  
INJURED:***

**TYPE OF INJURY** (fatality, bruise, concussion, internal injury, abrasion, graze, fracture, sprain, torn ligaments, burns, scalds, frostbite, injury not ascertained, trauma, occupational disease, other) :



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**CONSEQUENCES:** Fatal Non-fatal (circle)

**RESULT:** Sick Leave, Excused, Light duty Medicine N/A (Describe)

**ANTICIPATED ABSENCE:** 1-4 days 4-7 days 8-14 days 14+ days None

## **DETAILED DESCRIPTION OF ACCIDENT/INCIDENT**

Give a full description of:

- the work/activity being carried out when the accident occurred
- the equipment in use (if any)
- location of accident Detail how the accident occurred

Attach:

- Injured party's report
- Witness list (level of detail required will vary depending on the severity of the accident) (C)  
Witness statements (level of detail required will vary depending on the severity of the accident)
- Sketch or photograph of the scene, equipment etc. where appropriate

Has the accident been reported to the Health and Safety Authority? Yes No N/A

Have you informed your insurance company? Yes No N/A



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**Investigating staff member (BLOCK CAPITALS):**

\_\_\_\_\_

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

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

**Note 1:** Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting. **Note 2:** Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)



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