

POLICY NO: 29

HEALTH AND SAFETY POLICY

AIMS:

- Comply with all Irish and EU safety legislation
- Ensure the safety of staff, students and visitors
- Ensure the safety of all school property

FORMULATION OF POLICY

The Principal as Safety Officer has delegated Health & Safety duties to a SDT. The role of the delegated Safety Officer is to implement the policy and ensure that all safety concerns are addressed.

The Safety Statement is written by the Safety Officer in accordance with the relevant legislation and approved by the Board of Management. An update policy will be presented and approved each year.

IMPLEMENTATION:

- The Principal /Deputy Principals/ SDT will be responsible for the implementation of safety policy.
- Staff take responsibility for their own areas, everyone is responsible for general safety.
- At the beginning of the school year tutors inform and demonstrate fire evacuation procedure.
- Subsequently a 'with warning' drill will be conducted followed by a 'without warning' drill. These drills will be carried out as early as possible in the school year under the direction of the Safety Officer.

MONITORING PROCEDURES:

- Safety Officer will conduct regular inspections and incorporate suggestions from staff when reviewing the Safety Statement.
- The Principal/Deputy Principal will meet weekly with the SDT
- Safety Committee will be established comprised of a staff representative (elected annually), a student council representative to advise on safety issues. The committee will meet at least once every half term.

SUCCESS CRITERIA:

- The safety statement is being fully implemented.

REVIEW PROCEDURE

The Safety Statement is reviewed annually, and members of staff and students have an opportunity to voice any concerns they may have to the safety committee

Accident Investigation and Reporting Policy and Procedure

It is the policy of Moate Community School to comply with all statutory requirements regarding the reporting of incidents, accidents and dangerous occurrences.

This section outlines the accident reporting procedures to be followed in Moate Community School and the need for investigation and subsequent corrective actions to prevent recurrence in the event of accidents or dangerous occurrences.

Table 1 Internal and external Reporting Requirements

Reporting Requirements	Incident/Accident Type	By Whom	To Whom	Procedure Number
Internal	All	Teacher/Staff	Principal/Deputy Principals	1
Health & Safety Authority	Any accident that occurs at a place of work causing death or injury to an employee resulting in the employee being prevented from performing normal work duties for more than 3 consecutive days; Any person who is not at work e.g. pupil, visitor etc. but who as a result of an accident related to a place of work or work activities dies or suffers an injury requiring treatment from a registered medical practitioner or treatment in a hospital.	Principal/Deputy Principals	H.S.A.	2(a)
H.S.A.	Dangerous Occurrences	Principal/Deputy Principals	H.S.A.	2(b)
State Claims Agency (S.C.A). This applies to C&C schools only	All incidents where injury has occurred.	Principal / Deputy Principals	S.C.A.	3

1. Internal Reporting of Accidents/Incidents & Accident investigation

- All accidents will be reported by the teacher to the Principal/Deputy Principals/ Deputy Safety Officer using the schools accident report form and within the time frames set out in the Table 2 below. The detail required when carrying out an accident investigation is directly related to the severity of the accident.
- The teacher should carry out, an investigation as soon as possible after the incident
- Written reports from witnesses and the injured party should be obtained even if first aid or medical assistance is not required. Witnesses should be interviewed and statements taken as soon as possible after the incident.
- The scene should be preserved until the investigation is complete.
- Materials and equipment associated with the accident should be collected and retained, where practical. It may be vital to establish the condition of the equipment later.
- Photographs and drawings should be used as necessary.
- In the case of Road Traffic Accidents (RTA), where the accident results in damage to the vehicle only, accident details must be provided on an accident report form.
- Where the RTA results in injury to a member of staff, student or member of the public the details of the accident must be reported.

Table 2 Incident / accident report forms and required reporting response times:

Form Title	Response Time
Preliminary Notification	Within 24 hours
Accident Investigation Report	As soon as possible but not later than one week.
Witness Report Form	As soon as possible but not later than one week
Injured Party Report Form	As soon as possible but not later than one week

When an incident or accident is reported, the Principal/Deputy Principals will then:

- contact the specific Teacher in order to establish the level of investigation conducted and to decide whether further investigation is necessary;
- notify the State Claims Agency and /or the Health & Safety Authority using the correct forms and procedures (as set out in procedures 2 & 3);
- monitor the process of investigation, reporting, and action in order to ensure that the necessary response times are met and
- ensure the appropriate corrective action is implemented.

2 (a) Reporting to the Health and Safety Authority.

Accidents

The Safety Health and Welfare at Work (General Application) Regulations 1993 Part X (Notification of Accidents and Dangerous Occurrences at Work) requires that certain accidents and dangerous occurrences at work be notified to the Health and Safety Authority on approved forms.

The responsibility for the reporting of accidents or dangerous occurrences that are covered by the legislation lies with the Principal / Deputy Principals.

Completed forms, which are now web-based <http://www.has.ie> will be returned to the Health & Safety Authority in compliance with the legislation. Copies of the form will be retained in the school for, inspection by the Health and Safety Authority Inspectors.

The legal requirement to report accidents is an external reporting requirement and does not affect or change in any way the other internal accident reporting procedures.

Notification will be made when:

- A work accident causes the death of an employee – immediate notification
- A work accident prevents an employee from performing his or her normal work for more than three consecutive days. (This does not include the day of the accident).
- An accident relating to a place of work or arising from a work activity causes death or injury to a non – employee e.g. passers-by, parent, pupil, visitor, contractor etc., which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an inpatient or out patient.

In the above cases, Form IR 1 will be used to notify the H.S.A. of the accident. Where an accident has resulted in death, the scene of the accident must remain undisturbed until it has been inspected by an Inspector from the Health and Safety Authority. The scene should be disturbed only if necessary to ensure the safety or health of persons remaining at the scene.

2(b) Dangerous Occurrences

A list of dangerous occurrence is set out on Form IR3. In the event of a dangerous occurrence, the Principal will inform the Health & Safety Authority using Form IR 3 as soon as possible.

Dangerous occurrences will be notified by post after the event, provided a death has not occurred. In the event of death, the procedure outlined above for the reporting of accidents to the H.S.A. will be followed.

Maintenance Accidents Records

The Principal must keep a record of accidents or dangerous occurrence reported, for a period of ten years after their occurrence. A copy of the approved form sent to the Health & Safety Authority and any other relevant documentation will be used.

3. Reporting of Accident / Incidents to the State Claims Agency

Under the National Treasury Management Agency (Amendment) Act, 2000, the management of personal injury and property damage claims against the State and of the underlying risks was delegated to the NTMA. When performing these functions, the NTMA is known as the state Claims Agency (SCA).

Duty to report adverse incidents

Under the Act, State authorities are obliged to report adverse incidents promptly to the SCA and to facilitate any subsequent investigation. In particular, Section 11 of the Act provides that a state Authority is obliged to:

- report any adverse incident to the Agency as soon as may be;
- furnish to the Agency relevant information in relation to the incident;
- preserve relevant evidence; and
- permit the Agency to investigate the incident in such manner, as it considers appropriate.

The Agency will be notified immediately in the event of a fatality or a serious injury. Otherwise, the following are guidelines as to the types of incidents, which will be reported:-

- Injuries requiring medical attention by a doctor or attendance at a hospital, this includes teachers, pupils, visitors, members of the public, contactors, etc.;
- Where an employee is absent from work for any period of time and the absence is directly attributable to a work-related activity (this includes circumstances where the absence occurs some time after the incident).
- No Days Lost *-however injury was sustained;
- Where the School becomes aware of an incident (involving personal injury) on its premises involving a visitor, recreational user or trespasser;
- Where a School owned vehicle is involved in a road traffic accident;
- Where the property of a third party has been damaged as a result of the activities of an employee of the school.

When an incident or accident has occurred the Teacher should notify the Principal who will notify the state Claims agency.

Moate Community School Accident Report Form

INJURED PARTY DETAILS:

Surname: _____ **First Name:** _____

Address (Home) _____

D.O.B. _____ **Sex: - Male/Female**

Date of Accident: _____ **Date Accident Reported:** _____

Status (Please tick appropriate box)

Pupil **Teacher** **Visitor** **Contractor**

Other (Please specify): class / parent of etc:

ACCIDENT / DANGEROUS OCCURRENCE CATEGORISATION:

Where appropriate, more than one box in each section may be ticked.

DETAILS DESCRIPTION OF ACCIDENT / DANGEROUS OCCURRENCE.

Give a full description of:

- (a) The work/activity being carried out when the accident occurred.
- (b) The equipment in use (if any)
- (c) Detail how the accident occurred.

Attach:

- (a) Injured party's report
- (b) 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).
- (d) Sketch or photograph of the scene, equipment etc. where appropriate.

Signed: (Use capital letters): _____

Date: _____

Investigating Teacher

Signature: _____