

SAFETY STATEMENT
Sc. Mhuire Naofa
Rathfeigh

1.INTRODUCTION

This Document has been prepared in compliance with the Safety, Health and Welfare at Work Act, 2005. It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety policy. The aim of this Act is the prevention of accidents and ill health at the place of work.

2.BOARD OF MANAGEMENT PHILOSOPHY

The board of management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve, in so far as is reasonable and practicable, the Safety, Health and Welfare at work of every employee, pupil and visitor to the school.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal, health and welfare or that of others.

3.SAFETY ORGANISATION

Staff are responsible for safety in their own areas and the implementation of relevant safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents.

4.SAFETY OFFICER

The Principal, Mr. Seamus Tansley, is the Safety Officer. He shall be responsible for overseeing the safety provisions on behalf of the school and Mrs Phil Mc Auley Deputy Principal, is Safety Representative elected under the provision of the Safety Health and Welfare at Work Act 2005. They should be consulted if any of the Employees have queries regarding any of the safety provisions mentioned in this Statement.

- (1) The Safety Officer shall make the Board of Management aware of their duties with regard the following :-
 - a. To guide and advise on all health, safety and welfare matters.
 - b. To ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare Act, 2005.
 - c. To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
 - d. To undertake regular and appropriate revision and auditing of the School safety procedures and methods of operation, to ensure that they are kept up to date.
 - e. To ensure that adequate fire protection and prevention measures are provided.

- (1) The Safety Officer shall investigate all accidents and dangerous occurrence and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified.

5.HAZARDS:

The Board of Management in consultation with the Teaching Staff has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

Our school opens for school business at 9.00 a.m. It is recognised that the short break at 10.40 a.m. and the lunch break at 12.35 p.m. require special attention and care.

Therefore at 10.40 a.m.

- (a) The Teacher must ensure that all children have left the classroom for the yard
- (b) Supervising Teacher(s) on yard duty must be on time to supervise students
- (c) Students are to be supervised at all times during play
- (d) No student is to be left in the classroom during break.
- (e) Children lined up in the yard in designated place are to be collected by the Teacher.
- (f) Teacher on yard will have walkie talkie to contact principal in the event of emergency on the yard.
- (g) Children are to be discouraged from splashing water on the mosaic around the fountain.

12.35 p.m. The same rules apply as at the 10.40 a.m. break.

On wet days teachers will supervise children in their own classroom.

ACTIVITY OUTSIDE THE CLASSROOM:

In all pupil activity involving games of whatsoever kind the Teacher will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

ACTIVITY WITHIN THE CLASSROOM:

Within the classroom and school building during normal school business the hazards, with potential for injury for all within the school are:

- 1) Activity using tools of any kind e.g. scissors, knives, pointed implements
- 2) Activity involving the use of electrical power
- 3) Moveable furniture – computers, TV's

Therefore: Teachers are asked to

- (a) Exercise great care when such implements are being used
- (b) Be present or have another adult present when electrical equipment is being used.
- (c) Exercise good judgement and safe methods when movable furniture is being used.

Teachers and ancillary staff are requested to conduct a periodic safety check of their classrooms and/or workplace and to effect or request immediate corrective action. This recommendation equally applies to the Secretary, Caretaker and Special Needs Assistants

FIRE/OR OTHER EVACUATION

An evacuation procedure has been prepared to ensure the safety of employees and students. Teachers will instruct their classes in the evacuation procedures. It is the responsibility of each teacher to familiarise himself/herself with the procedures for evacuation.

Class teachers are to ensure that the fire drill rules are displayed.

In the event of a fire drill teachers are to lead their classes into the school yard. It is important to realise that more deaths occur through panic than through the actual fire and with so many students in the school it is necessary that each class evacuation is directed and controlled by its teacher. Teachers must not leave their classes unsupervised for any reason during an evacuation.

Each class assembles with their own class teacher in the yard. Each teacher must account for all his/her students hence the importance of roll check. The principal has overall responsibility for fire drills and may not delegate this duty to an individual teacher. He/she must record each fire drill and any mistakes made with a view to making alterations in future drills.

Evacuation drills will take place at least twice per year or more often if required. All employees are to familiarise themselves with the evacuation procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

5 a. OTHER HAZARDS

1. Corridor can be damp due to condensation, or in wet weather. Please ensure students wipe their feet on mats at entrance doors.
2. Teachers cars entering school grounds - Pupils use small gate to enter school and not big gate.
3. Slippery paths in frost - salt to be scattered on frozen areas. All pupils to be alerted to the dangers and requested to walk carefully.
4. Hot drinks - to minimise risk of accidental scalding teachers should take care when drinking tea/coffee.
5. Notice boards - many notice boards are at a level that cannot be reached from the floor. Staff are advised to take care i.e. use step ladder when using these boards.
6. Bags in classroom must be kept under pupils' table so as not to constitute a tripping hazard.
7. Trailing leads are to be kept to a minimum and removed after use so that they may not pose a risk to others.
8. Bicycles-pupils coming by bike to school must walk from entrance gate.
9. Pupils who travel on the school bus must remain seated with seat-belts at all times.
10. Pupils may not leave the school grounds at any time during school hours or during school activities.
11. Pupils need to be warned about opening and closing fire doors.
12. Pupils should not be allowed up on balcony in hall and consequently store-room in the hall should be locked.
13. Children to be alerted to the dangers of running down sloping grass or flower-bed areas.

CONSTANT HAZARDS

1. Detergents are stored in the cleaner's room. Pupils may not under any circumstances handle or use these. Proper clothing/protection will be required while employees are handling or using dangerous substances or to mix chemicals, solvents, etc.
2. Medication Medication may only be administered to pupils in extremely limited circumstances and under strictly controlled guidelines. Parents of the pupils concerned must write to the Board of Management requesting its authorisation for a member of the teaching staff to administer the medication. Such a request should include instructions for the procedure to be followed in administering the medication. Board of Management authorisation for such administration of medication is subject to the provision of an indemnity from the parents of the child. This is a prescribed procedure.
- 3 Code of Discipline The code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee. It is imperative that there should be adequate supervision of students at all times including during the short morning break and at lunch time.

6. LAWNMOWER

To be kept in locked shed external storeroom when not in use. It is to be serviced regularly by qualified personnel.

Lawns to be cut only when pupils are in class or after school hours. Person cutting grass (School Caretaker) to be aware of dangers associated with its use - sharp blades, flying stones etc. Ear muffs, goggles, masks are provided. Engine is always to be switched off before re-fuelling or clearing blockages

7. BOILER

Boiler is to be serviced regularly by qualified heating plumber. Any problems with boiler also to be dealt with by qualified person. Principal to contact same.

8. SHREDDER

Staff who use shredder must be familiar with its handling instructions – know the dangers of loose clothing – ties, scarves, also items of jewellery, getting caught up in same.

9. GUILLOTINE

This must have safety guard on it except when in use – thus avoiding risk of accidents. To be used only by a teacher or other adult e.g. school secretary or S.N.A.

10. ELECTRICAL APPLIANCES

1. All Safety guards which are a normal part of the appliance are fitted and in working order.
2. Power supply cables/leads are intact and free of cuts and abrasions.
3. Suitable undamaged fused plug tops are used and fitted with the correct fuse.
4. Children will be made aware of the dangers of tampering with electrical apparatus, sockets etc., children will never be allowed to connect/disconnect electrical appliances.

Any defects reported to Principal or Caretaker.

11. CHEMICALS, SOLVENTS DETERGENTS COPIER TONER, ETC.

Chemicals, solvents, detergents, copier toner etc. All to be stored in storeroom, tower or in the lobby near teachers' toilet. Staff are encouraged to use protective gloves where necessary.

12. PULLING, PUSHING, LIFTING HEAVY OBJECTS

Employees are advised that lifting, pushing, pulling of heavy objects is to be avoided if possible. More than one person to be involved when moving furniture etc.

13. SLIPS, TRIPS, FALLS

Trips and falls that occur in school yard are dealt with by teacher on duty and recorded in accident book or yard note book. Our school has a "Code of Behaviour" for dealing with children who are repeatedly involved in anti social/aggressive behaviour which may harm others.

Cleaning of school is done after school hours. If spills do, accidentally happen the spill will be dealt with immediately by a member of staff.

We shall ensure that pedestrian routes are not crossed by cables or any other obstruction. Suitable shoes e.g. runners are worn for P.E.

14. SMOKING

Smoking is banned on school grounds.

15A. HYGIENE

Hygiene is the concern of everyone in the school. Good hygiene practice is essential for the health and welfare of all in our school. Teachers are requested to train their pupils in good hygiene practice.

15B. PEST CONTROL

The caretaker will deal with rat infestation by putting down poison at regular intervals in child-proof containers.

16. DANGER DUE TO UNAUTHORISED PERSONNEL ENTERING SCHOOL (Violence at Work)

Signs say that all visitors must report to office. Children being collected from school during school hours – collector must be buzzed in at main door and speak to a teacher or Principal. This means the school staff are aware of:

- 1) When pupils leave the school
- 2) With whom they leave
- 3) And at what time they are expected to return.

Teachers are aware of any barring orders

17. FIRE PROTECTION

- (a) Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- (b) All fire fighting equipment is regularly tested and serviced by specialised contractors.
- (c) All fire exits and emergency paths of egress are kept clear at all times.
- (d) Evacuation Procedure will be posted in each classroom (copy attached)

- (e) Teachers shall instruct their pupils in fire drill procedure to be observed in the event of fire
- (f) Teachers will call roll when students are in designated place hence the importance of morning roll call

18. EVACUATION

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place once per term or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

19. FIRST AID

In the event of accidents it may be necessary to administer First Aid. Materials for cuts and bruises are available in the office. Parents are to be contacted in the case of more serious injuries.

The Principal and parents of victim to be informed immediately of potential serious accidents.

First Aid Box for games and tours kept in office. Each classroom will also have a first aid kit.

Boxes contain:

- Elastoplast
- Antiseptic Wipes
- Savlon cream/water
- Gloves
- Bandages – material
- Scissors
- Leukosilk
- Antisan for insect bites, stings, nettle rash

20. LADDER

Employees will be trained in the correct use of the ladder and the importance of securing the ladder at the top and bottom and the importance of not over-reaching.

A detailed copy of the correct procedure will be stored with the ladder.

21. DUTIES OF EMPLOYEES

The attention of employees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act, 1989.

1. It shall be the duty of every employee while at work:-

- (a) To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) to use in such manner and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided whether for his/her use alone or for use by him/her in common with others for securing his/her safety, health or welfare while at work and
- (d) To report to his/her employer or immediate supervisor without unreasonable delay, any thing that might endanger safety, health or welfare of which he/she becomes aware.

1. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

22. ACCIDENT/INCIDENT REPORTING

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report File should be retained for recording of all such accidents.

NOTE: Any accident to an employee where they are out of work for more than 3 days is a reportable accident to the HSA.

23. GENERAL SAFETY

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:-

1. Observing the general rules of safety.
2. Using all plant, machinery and equipment in a safe and proper manner.
3. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and or others.
4. Keeping work areas clean and tidy at all times.
5. Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstruction at all times.
6. Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

24. SAFETY TRAINING

All employees will be

- (a) instructed in lifting and handling methods.
- (b) Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- (c) Advised of the nature and location of fire equipment and how it is safely operated.
- (d) Notified of any change in safety procedures.
- (e) Be offered first-aid training every few years.
- (f) Health & Safety induction training for new staff members
- (g) All pupils are taught S.P.H.E. as in curriculum and are involved in "Stay Safe" programme which is taught every two years e.g. 2004-2005, 2006 –2007, 2008 – 2009, 2010 -2011, 2012 - 2013, 2014 – 2015.

25. CONCLUDING COMMENT

This safety statement is available to our employees, outside services providers and inspectors of the Health & Safety Authority. We will update it as necessary and it will be reviewed at least once a year. The school is insured with Allianz and we shall comply with their requests or advice for remediation.

Ratified by Board of Management on: 11.10.2013

Signed: _____
Chairperson of the Board of Management.

Date: _____