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## *Health and Safety Statement:*

### **Introduction:**

The Board of Management, to fulfil its legal requirement under the Safety, Health and Welfare at Work Act, 2005, has prepared this Health and Safety Statement. The Board is committed to creating a safe and healthy working environment for all members of the school community. This document represents the Board's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board seeks the co-operation of all school users in helping to maintain the school as a safe and healthy place in which to work, study and play.

A copy of this statement will be provided to each employee.

### **Aims:**

- (1) to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- (2) to ensure understanding of the school's duty of care towards pupils
- (3) to protect the school community from workplace accidents and ill health at work
- (4) to outline procedures and practices in place to ensure safe systems of work
- (5) to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
  - *the provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
  - *to ensure employees carry out safe work practices*
  - *safe access and egress routes*
  - *safe handling and use of hazardous substances and equipment*
  - *safe equipment including maintenance and use of appropriate guardsprovision of appropriate personal protective equipment.*

**Responsibilities of the Board of Management:**

A Safety Officer has been appointed by the BOM to oversee the functions of the Board in relation to Health & Safety

The responsibilities of the BOM are:

- Provide and maintain a workplace that is safe
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

**Responsibilities of employees:**

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with.

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety.
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

**Safety Representative:**

The safety representative is Mr. Shaun Scallan. He has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector

## **Hazards, Risks and Action**

### **Playground:**

**The greatest risk to pupils is likely to occur in the playground during recreation periods. Therefore:**

- A roster of teachers on supervision during recreation is made available to every teacher in advance and a copy is posted on the staff room notice board.
- One teacher supervises each designated area of the playground along with the classes present there.
- Supervision guidelines are issued to all teachers (Supervision policy)
- Rules governing pupil behaviour are issued to teachers and explained to pupils (Code of Behaviour policy)
- Playground boundaries are clearly marked
- Specific assembly lines are marked in the playground for each class
- Teachers on supervision duties take refreshments at the beginning or the end of recreation periods, having set work for their pupils to be completed in their absence
- Broken glass and hazardous litter is removed from the playground before the pupils are allowed out to play
- Basketball poles will be wrapped securely with foam pads to prevent injury to pupils on yard.
- Play should not be allowed outdoors if rain, snow, frost or high wind would be harmful to the health of pupils or teachers.

### **Securing safety in the classroom:**

- Classroom fittings and furniture will be kept in good condition
- Schoolbags must be stored in classrooms in such a way as not to obstruct passageways
- Damaged floor coverings must be reported immediately and repaired as a matter of urgency
- Pupils are supervised at all times by a teacher
- When a teacher is absent from the classroom, the teacher in the adjoining/opposite classroom is responsible for supervision. The class teacher will set work for the class. The responsibility to inform the supervising teacher rests with the class teacher.
- Pupils must remain seated if their class teacher is absent

- Pupils remain in classrooms during recreation periods if the weather is inclement. They must remain seated and must get permission from the supervising teacher to leave their place.
- Refuse is collected regularly and deposited in the bins provided
- Pupils are not permitted to use glass containers for drinks
- Staff and pupils are aware of the need for responsible precautions in the safe conduct of lessons such as Art and Science
- Blinds in the room will be kept in good condition and a child safety hook will be present to house the cords where necessary.
- The children's books will be stored in plastic containers beneath their desk where possible.

#### **Toilets:**

##### **The BOM acknowledges the difficulty of supervising toilet areas, therefore:**

- No more than one boy or girl will visit the toilet at the same time
- Pupils are encouraged to use the toilets in their class before leaving the class for yard as re-entering the building during yard time is discouraged.
- Toilets are cleaned and disinfected daily and floors kept clean and dry

#### **To ensure safety in the hall:**

- Pupils must wear runners when taking part in P.E. and protective helmets with visors when playing hurling/camogie
- P.E equipment is safely stored in the designated area
- Wooden benches, stored in the hall, have protective padding on the base
- Pupils are never permitted to climb the ladder in the hall
- Pupils are never left unsupervised in the P.E. hall
- Pupils are not permitted on stage while engaging in P.E in the school hall.

#### **Circulation areas:**

- Corridors are kept free of furniture and other objects
- Pupils walk in single file or in pairs, staying on the right hand-side where possible.
- Door closures are kept in good condition and particular attention is paid to the opening and closing of external doors on windy days
- Spillages/ wet floors are signposted and dried as soon as possible.
- Windows will be kept open to improve air circulation in common areas such as the school corridors where possible.

Pupils are forbidden to climb on school boundaries or to leave and enter the premises by crossing school boundaries.

#### **Car park:**

- A designated car park is provided for staff and visitors' cars
- Pupils are forbidden to cycle on school grounds
- Cars may not enter the school car park 10 minutes prior to pupils' arrival at 8.35am and they must not exit until 10 minutes after pupils' departure at 2.30pm.

**First aid and injuries:**

- The First Aid station is located in the hall. It contains a selection of sterile dressings, cotton wool, antiseptic wipes, dressing strips and surgical gloves. Ice packs are kept in the office.
- First Aid administered by school staff is of an elementary nature
- A written account is kept of all minor injuries dealt with
- First aid kits are taken for extra curricular games, athletics and tours
- Serious accidents requiring medical attention occurring to employees, pupils or members of the public must be reported immediately to the Safety Officer or the Principal.
- Parents/Minders are contacted as soon as possible when a serious injury to a pupil is suspected. The decision to send a pupil to hospital should be taken by the most senior teacher in attendance and in consultation with the pupil's parents/minder.
- An Accident Report can be filled out in the Accident Report Book, located in Ms. McGinty's room 24. \* See Appendix 2 for First Aid Procedures
- Notices are displayed in the secretary's office detailing the telephone numbers of emergency services.
- Outbreaks of head lice are notified to the parents via email/letter from the school.

**Records:**

A list of contact numbers for each pupil, including emergency numbers if parents are unavailable, is kept in the secretary's office. This list is updated annually

**Vandalism:**

- Glass splinters, damaged fittings and equipment following acts of vandalism constitute a serious risk to pupils and adults in the school. Consequently vandalised classrooms will not be occupied until it is safe to do so.
- Broken glass and litter constitute a hazard in the playground. Therefore the playground will be cleared before the children are allowed to use it.

**Administration of Medicine:** (Refer to Administration of Medicine policy)

**School tours/outings:**

**The safety of pupils is a primary consideration when selecting a venue and organising the trip.**

- A consent form, permitting the pupils to go and also giving the teacher the right to authorise any medical procedures necessary, is signed by parents.
- Parents are notified of departure and return times
- Coaches hired for long distance trips must comply with current legislation
- Pupils who have a record of indiscipline and disruption may not be permitted to travel
- Parents may be asked to assist with supervision on school outings

**Extra-Curricular activities:**

**Teachers engaged in after school activities are responsible for the supervision of the pupils involved.**

- Arrangements are made to have pupils transported to and from the venue where it takes place away from the school
- Pupils must be dressed appropriately for the activity, and designated a specific boys/girls toilet in which to change in the event they are not prior to exiting the school.
- The school Code of Behaviour applies to all pupils representing the school.

#### **Fire Safety & Evacuation (See Appendices 1, 2 & 3)**

- An evacuation plan has been prepared and employees understand their roles as outlined in it
- Fire drill takes place each term
- Fire safety notices are displayed throughout the school
- Escape routes are inspected regularly
- The fire alarm system, smoke detectors and fire extinguishers are also checked on a regular basis
- Emergency lighting is installed at every exit

#### **Electricity:**

- All electrical fittings, power points and appliances will be kept in good condition. Particular attention is be paid to correct wiring, safe leads and appropriate plug and fuse fittings
- Pupils will never have access to fuse and power distribution boards
- Care is taken that there are no trailing leads
- Pupils are not permitted to pour or carry boiling water

#### **Heating system:**

- Pupils are not allowed into the boiler house
- The heating system is serviced annually
- The boiler house is not used for storage
- Oil is delivered by appointment
- The deliveries are supervised to ensure that there are no spillages
- The burner is activated automatically in the event of a severe frost.
- Electric bar heaters are not permitted in the school

#### **Ladders:**

- Straight ladders more than 10 feet long should be secured at the top or footed at the base
- Faulty ladders are removed from service and either repaired or replaced
- Extension ladders require two people to operate
- Pupils are never permitted to climb ladders to retrieve items from the school roof

#### **Lifting:**

To avoid injury the BOM recommends that:

- if an object is too heavy, assistance is sought
- mechanical aids should be used when they are available and suitable
- obstructions should be removed before lifting and a space cleared where the load is to be set down
- gloves should be used when handling sharp or slippery objects

- pupils lifting and transporting furniture should be supervised
- pupils are taught the correct way to carry chairs and tables

#### **Office equipment:**

- The guillotine blade is protected by a fixed guard. It could cause severe lacerations or amputation of the fingers if used carelessly or incorrectly by employees.
- Pupils are never permitted to use the guillotine
- The secretary and principal are familiar with the hazards associated with the use of the duplicator, shredder, scanner and photocopier and take appropriate precautions

#### **Dangerous machinery/substances:**

- Dangerous chemicals are kept in a locked room
- Pupils are never permitted to use them
- Hazard data sheets are supplied with cleaning materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions should be taken in the event of spillages or splashes.
- Protective clothing, masks, gloves are required to be worn by employees handling or using dangerous or toxic chemicals, solvents etc
- Pupils are not permitted to bring correction fluid to school or to have access to it while in school
- The school caretaker(s) or other competent adults are authorised to operate the school lawnmower. Pupils are not permitted to use it. The lawnmower must never be left unattended while the engine is running. Petrol for the lawnmower is stored in a secure shed. The quantity of petrol held is kept to the minimum and is stored in a suitable fire resistant safety container.

**A copy of this policy will be given to each employee and available to parents and pupils via the website and on request from the office.**

#### **Review:**

This policy will be reviewed in 2021 and also at any other time when a problem with its implementation is identified.

Responsibility for review rests with the Board of Management as advised by the staff and Principal.

#### **Ratification and Communication:**

This policy will be available to view in the principal's office and on the school website.

The policy was ratified by the Board of Management on **8<sup>th</sup> October 2020**

**Timetable for Review:** November 2021

**Signed:** \_\_\_\_\_

Ciarán McCormack

Chairperson of the Board of Management

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

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## Appendix 1: Fire Evacuation Policy 2020/2021

- Rooms **29, 30, 31** and **32** will exit the school via **EXIT NO. 6** in the **Purple Corridor** walking directly to the fire assembly point on the grass at the back of the school.
- Rooms **27** and **28** will exit the school via **EXIT NO.5**, the main school entrance and walk anti-clockwise through the school car park to the fire assembly point on the grass at the back of the school.
- Room **11** will exit the school by walking down the main corridor into the P.E hall and exiting via the **Stage Exit** walking directly to the fire assembly point on the grass.
- Rooms **10** and **12** will exit the school via the emergency exit located through the door at the back of Room **12**.
- Rooms **14, 15, 16** and **17** upstairs will exit by walking down the stairs and exiting the school via **EXIT NO.4** , the **Red** doors at the back porch of the school, walking directly to the fire assembly point on the grass. (this may be subject to change in 2018/2019 when a new fire escape is installed for classrooms located on the upstairs).
- Room **13** will exit via **EXIT NO.4** the **Red** doors at the back porch of the school.
- Rooms **24, 24A, 24B, 24C, 22, 23, 26, 24, 25, 21, 18, 19** and **20** will all exit the school via **EXIT NO.3** in the **Green Corridor** walking clockwise around the back of the new building to the fire assembly point located on the grass.
- Rooms **1, 2, 3, 6, 7, 8 5A** and **6A** will exit via **EXIT NO.2** in the **Yellow Corridor** walking clockwise around the new building to the fire assembly point on the grass.
- Rooms **4, 5** and **3A** will exit via **EXIT NO.1** in the **Yellow Corridor** and out to the fire assembly point via the emergency exit door located in the main lobby of the new building.
- Rooms **33** and **34** will exit the building via the **Emergency Exit (Exit 7)** located downstairs in the main lobby of the new building and walk directly to the designated assembly point.
- Rooms **35** and **36** (upstairs) will exit via the **Emergency Exit (Exit 8)** located at the bottom of the stairs in the new building, walking clockwise around the back of the new building, directly to the designated fire assembly point.
- Any classes in the **PE hall** will exit via the **Stage Exit** in the hall.
- *Every teacher should have a laminated up-to-date class list to take with them for roll call at the assembly point & any missing persons must be immediately checked for by staff.*
- *Teachers should ensure that pupils walk in an orderly manner.*
- *Teachers should appoint a pupil / Special Needs Assistant to **close the classroom door as they leave.***

## **Appendix 2: First Aid Procedures**

A fully equipped First Aid box is available in:

- The school hall to cater for minor injuries for pupils Junior Infants – 6<sup>th</sup> Class.
- Secretary's Office to cater for more serious injuries.
- Defibrillator is located in the secretary's office.

Any injuries in the playground during break times will be escorted to:

- The hall for First Aid
- The secretary's office for more serious injuries.

The details where a child needs to be detained for observation after a minor injury from yard are recorded in the Incident Book located in Room 23, Ms McGinty's room.

Any First Aid rendered by the school is intended to be purely of a temporary nature.

Parents/guardians will be contacted if deemed necessary. Injuries should be fully examined by parent/guardians when the children arrive home.

In the case of an injury / accident which requires further attention, the parent/guardian is informed. If they cannot be contacted, the child is taken for medical attention where necessary.

The details of more serious accidents are recorded in the Accident Report Book which is kept in the secretary's office.

Ratified by Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Principal

### Appendix 3: Fire Extinguisher Inventory:

- Extinguishers: 2 Powder & 1 CO<sub>2</sub>; located in the new building for classes using Entry/Exit points 8 & 9.
- Extinguishers: 1 Powder located at the Yellow Entry/Exit Door.
- Extinguishers: 2 Powder located either side of the school stage
- Extinguishers: 1 Powder located at the Green Entry/Exit door.
- Extinguishers: 1 Powder & 1 Fire Blanket located in the main school staff room.
- Extinguishers: 1 CO<sub>2</sub> located in the Secretary's Office.
- Extinguishers: 1 Powder located in the Boiler Room.
- Extinguisher: 5 Powder located upstairs and downstairs for classes using the Red Entry/Exit door.
- Extinguishers: 2 Powder located in the corridor for classes using the Purple Entry/Exit door.

*\*See school evacuation plan for further information detailing entry/exit points for all classes within the school.*