

Safety Statement for Scoil Naomh Pádraig Co. na Gaillimhe

SAFETY STATEMENT

INTRODUCTION

This document has been prepared in compliance with Section 39 of the Safety in Industry Act 1980 and the Health and Welfare Act 1989.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimize the recurrence of such accidents and ill-health.

A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff.

BOARD OF MANAGEMENT

The Board of Management of **Scoil Naomh Pádraig** wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the selection by the B.OM of a safety officer who with the staff representative (the principal) will do an annual inspection of premises.

The Board of Management recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

GENERAL SAFETY

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

- By observing the general rules of safety.
- By using all equipment in a safe and proper manner.
- By employing the proper procedures while carrying out tasks and ensuring that practices are used which may act as a source of danger to anybody.
- By keeping the work areas clean and tidy at all times.

By making sure all halls are kept clear of obstructions at all times

Duties of Employees

Safety is a line management responsibility.

Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures.

Both teachers and resource / learning support teacher shall monitor safety generally and the operation of safety procedures.

The Principal shall insure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents and their responsibility to honour its provisions.

The teachers shall be responsible for overseeing the safety provisions on behalf of the school.

It is 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 so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of

the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

WELFARE

To ensure the continued welfare of employees, toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Members of staff and trainee teachers are reminded that:

- Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their pupils.
- Staff are not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol.
- Children or staff suffering from asthma must inform the Principal and have an inhaler left in school in case an attack.
- It is our policy that all infectious disease shall be notified and steps taken to ensure the safety of staff and students against all diseases. We will endeavor to minimize the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks etc. Toilets shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of water.

HAZARDS

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of Scoil Naomh Pádraig that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorized and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear.
- (v) Assembly areas are marked outside in the football pitch .

- (vi) Exit signs shall be clearly marked.
- (vii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (viii) Principal shall be responsible for fire drills and evacuation procedures.
- (ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet floors
2. Trailing leads
3. Computers, Laptops and Whiteboards
4. Guillotine
5. Laminator
6. Fuse Board
7. Electric kettles, burco any other electrical appliances.
8. Boiler house
9. Ladders
10. Uneven surface on school yard
11. Protruding units and fittings
12. Flat roof of hall and flat roof of school
13. External lawnmower shed to be kept locked
14. Lawnmower
15. Garden stores
16. Icy surfaces on a cold day
17. Windows opening out
18. Classroom Furniture
19. Wheelchair access in ramp at back door entrance to junior room.

To minimize these dangers, the following safety/protective measures must be adhered to:

1. Playground and surrounding school are regularly inspected to ensure they are kept in good condition.
2. Electrical appliances are regularly checked. **Members of staff only operate electrical appliances after ensuring that; Power supply cables/leads are intact and free from cuts. All safety guards, which are a normal part of the appliance, are fitted in working order.**
3. Classroom furniture is safe and in good work condition.
4. Chemical detergents, copier toner, etc. are kept out of reach of children. Staff members using these materials should familiarize themselves with the hazards associated with the materials and precautions to be taken in the event of spillage/splashes

5. The school building is kept in good repair.
6. The boiler house is kept locked and is never frequented by the children.
7. Ladders must be used with another person's assistance.
8. Avoid use of glass bottles where possible by pupils.
9. B.O.M. will check that floors are clean, even, non-slip and splinter proof.
10. B.O.M. will check that roofs, guttering drain pipes etc as far as can be seen are sound and well maintained.
11. Check that refuse is removed as soon as possible.
12. All cleaning products and detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

SUPERVISION

The most important factor in school safety is adequate supervision without, which there will almost certainly be accidents even if buildings and play areas are kept in a safe and well-maintained condition.

1. Children are frequently warned not to throw stones, pens, pencils, paper darts etc. while in school.
2. Running in the school is strictly forbidden.
3. Children are adequately supervised in classrooms or playground.
4. All play periods, lunch periods, games and sports are adequately supervised by a staff person.
5. Children do not carry heavy objects or move heavy furniture .
6. A door has been fitted in the junior room so children do not use the front door except on entering premises at start of school and on leaving in the evening when school finishes. The senior room do likewise using their existing backdoor.
7. A gate has been erected to ensure that the children do not have access to the front of the school during playtime therefore the children play at the back of the school at all times.
8. Children are not allowed off school grounds during school hours except on supervised outings.

Collecting children

Due to the volume of traffic passing the school, the junior room children must be dropped off and picked up from inside the front gate and walked to/from their car by parent/guardian. They will be kept at the front door until parent/guardian is inside the front gate. The senior room children can walk to/from car in a careful manner. They will be kept at the front door in the evening until their parent/guardian parks in view of the school.

EVACUATION

An evacuation procedure has been prepared and provided to each employee.

SMOKING

Smoking is not permitted in this school.

ACCIDENTS / INCIDENTS REPORTING

All accidents no matter how trivial, and whether to employee, pupils or members of the public, must be reported immediately to the principal or a member of staff (in case of his/her absence). This is necessary to monitor the progress of safety standards and to ensure the proper medical attention is given when required.

An accident report book is retained in the staff room for recording all accidents.

FIRST AID

It is the policy of the B.O.M. of Scoil Naomh Pádraig that a member of staff shall be trained to provide basic first aid to staff and pupils.

1. There is a first aid kit available to deal with minor injuries.
2. Parents are contacted immediately if a child needs to be treated by a doctor.
3. If a parent cannot be reached, the principal takes the child to the doctor and informs the parents of the accident as soon as possible.
4. In the event of the children going on a trip to an Adventure Centre, the teachers are responsible for getting the children to and from the centre. The children are under the care and supervision of the Instructors at the centre throughout the day. The centre is responsible for the safety and welfare of each child while on the premises.

There will be a first aid box available to Staff at all times containing plasters, tape, Disinfectant, antiseptic cream/wipes, scissors, cream for burns.

Disposable gloves must be worn at all times in administering First Aid.

Access To School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. Any contractor and his workmen shall not create any hazard, permanent or temporary, without informing the

principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

Policy statement in accordance with the safety health and welfare at work
act 1989

Baill den bhoird bhainistiochta:

Cathaoirleach: Seán Ó Cionnaigh

Baill den bhoird;

Martina Ní Fhlannabhra, Caoimhín Ó Ciarragáin, Berni Ní Chearnaigh, Peadar Seoighe
Príomhoide ; Gearóidín Uí Fhiric ,Ainmnitheach Foireann ; Aisling Uí Néill.

Oifigeach Slainte/Safety Officer; Seán Ó Cionnaigh

Prepared by representatives of the Board of Management, in consultation with parents
and teachers and in accordance with the Safety, Health and Welfare at Work act 1989.

This policy was ratified on _____

Signed on behalf of Board of Management.

Sinithe thar ceann an Boird Bainistiochta.

Cathaoirleach

_____ Data _____

Príomh Oide

_____ Data _____

Oifigeach Slainte

_____ Data _____

Ainmnitheach foireann na scoile

_____ Data _____

(The signed copy can be seen in the school)

CONCLUDING COMMENT

This Safety statement has been prepared based on conditions existing in the premises at this time. It may be altered, revised, updated at a future date so as to comply with any changes in conditions.

SAFETY, HEALTH AND WELFARE AT WORK ACT 1989

Summary.

The Health, Safety and Welfare at Work Act, 1989 became effective on 1st November 1989.

The main purpose of the Act is to make all workplaces safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The Act covers persons at work – employers, employees and the self-employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them.

Employers must provide and maintain in so far as is reasonable practicable safe place of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement, Which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Board of Management of Scoil Naomh Pádraig es has elected a Safety Representative who has certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The National Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.