

Safety, Health & Welfare

Statement

St. Brigid's N.S

Ballysax

Contents

Policy	3
Emergency	4
Plans First Aid	6
Reporting Accidents	8
Workplace Environment	9
Hazards and Risks	10

SAFETY STATEMENT

St.Brigid's National School, Ballysax

POLICY STATEMENT

It is the Board of Managements intention that the work in St. Brigid's National School in Ballysax will be carried out in accordance with and comply with Health and Safety Act, 2005 and all secondary or subordinate laws and codes of practice relating to safety and health at work.

All reasonable practicable measures will be taken to eliminate/or avoid risk to members of staff, pupils and others who might be affected.

Our policy is to provide so far as is reasonably practicable, a safe and healthy environment for all teaching staff, ancillary staff, pupils and all persons who come into contact with work activities.

The co-operation of all staff is obligatory to achieve and maintain high standards of safety, health and welfare at work.

A Safety Statement will be maintained and reviewed with a view to continuous appraisal and improvement.

SAFETY ORGANISATION

Mr Denis Smyth is the safety officer and is responsible for overseeing the safety provision on behalf of the school and Esther Reddy, Principal is the safety representative. Teachers are responsible for the supervision and implementation of safety measures/procedures in their own area. The school principal will ensure that a copy of the current approved safety statement is supplied to the Board of Management, school staff and Parent Teacher Association (PTA). Safety Officers' responsibilities are

outlined at Annex A1.

INTRODUCTION.

BOARD OF MANAGEMENT PHILOSOPHY

This document has been produced by direction of the Board of Management in compliance with Section 39 of the Safety, Health and welfare Act 1989. (section 212, sub-section 1 to 8). This policy was drawn up with reference to the Board of management, PTA, teaching staff, ancillary staff and students.

Responsibility for Safety, Health and Welfare within the school is incumbent on all members of the school community. The Board of Management recognises its statutory responsibilities and its obligations under the Health and Welfare Act in respect of staff, children and visitors.

"Every employer shall ensure, so far as is reasonably practical, the safety, health and welfare at work of his or her employees."

The main responsibilities of the Board of Management are:

- a. Ensure school meets/fulfils statutory requirements (para.2) in accordance with the Safety, Health and Welfare Act 1989.
- b. To ensure the production of a current Safety Statement and the implementation of the stipulated/required education, training, in house and external, for staff.
- c. The regular exercise of safety procedures within the school for staff and pupils.
- d. Continuous review and updating of this statement, in respect of all safety measures.
- e. Ensure continuous training, as required, on the advice of Safety officer.

Safety is a management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally, with support of staff, and the operation of safety procedures and ensure that each employee shall obtain a copy of the safety statement and be familiar with its contents.

A risk assessment will be carried out at the beginning of each term by the Safety Officer/Safety Rep/ Caretaker at the beginning of each term. Teachers and ancillary staff will be responsible for carrying out a risk assessment in their work areas at the start of each term. Risk assessments will:

- Name the hazard/risk
- Assess its risk rating - High(H), Medium (M), Low (L)
- Name action needed
- Name person/people responsible for action
- Sign and date when action is completed

HAZARDS / RISKS

It is acknowledged that there are potential hazards and danger spots involved in many aspects of teaching and learning, where there are children gathered together e.g. science classes, outdoor activities, arts and crafts etc. It is agreed that children need to be supervised at all times, **that** potential hazards are identified in so far as is possible and that children are reminded of safety routines and precautions and that their awareness of safety in generally is raised. Many of our policies include aspects of safety e.g. child protection, anti- bullying, response to critical incidences. These policies should be read in conjunction with this statement.

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.

The Board of Management in consultation with the Safety Officer and Safety Representative Liaison Officer have identified the following areas/activities as potential hazard areas.

- a. All electrical appliances/connectors/fuse boards.
- b. Activities in the classroom.
- c. Movement within schools, halls, corridors, toilets etc.

- d. Activity outside class rooms (play ground/sports/access (in and out))
- e. Staff room.
- f. Boiler house.
- g. Building management (cleaning, maintenance, etc.)
- h. Manual handling.
- i. School tours.
- j. Summer camps.
- k. Use of school by third parties.

Identified Specific Hazards

- a. Boiler house
- b. Car park
- c. Staff room
- d. Power room
- e. Oil tank
- f. Yellow line
- g. Fuse board
- h. Power distribution
- i. Electrical connections, leads

- j. Grass cutting machines
- k. Store room
- l. Fire threat
- m. Manual handling
- n. Manhole covers
- o.. Hygiene
- p. Steps
- q. Floor Surfaces - cleaning
- r. Excess Gravel on school yard
- s. Protruding units and fittings
- t. Icy surfaces on a cold day
- u. Mats in hall and hallways
- V. Windows opening out
- W. Wet corridors and floors

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

- a. Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.

b. In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.

c. Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.

d. All machinery and electrical equipment are fitted with adequate safeguards.

e. Precautionary notices, in respect of safety matters are displayed at relevant points.

f. Ladders must be used with another person's assistance.

g. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.

h. Board of Management will check that floors are clean, even, non-slip and splinter proof.

i. Principal / Deputy Principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard.

j. An annual routine (end of year) for inspecting furniture, floors, apparatus, equipment and fittings by Board of Management Safety Officer / Staff Safety Representative/ Caretaker.

k. Check that wooden beams, benches etc. are free from splinters and generally sound. Principa// Vice Principal.

l. Check that there are no uneven/broken/cracked paving slabs. Refer to Caretaker, Maintenance Officer and Board of Management.

m. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Caretaker, Maintenance Officer and Board of Management.

n. Caretaker and Teachers check that manholes are safe.

- o. Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- p. Check that outside lighting works and is sufficient. Board of Management.
- q. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- r. Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

Fire

It is the policy of the Board of Management of Ballysax NS that:

- a. 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 authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- b. The principal will ensure that fire drills shall take place at least twice a year and shall be responsible for fire drills and evacuation procedures.
- c. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- d. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- e. 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. P.E. hall and main door - Principal will see they are free of obstruction.

- f. A plan of the school shows assembly points outside the school.
- g. Assembly areas are designated outside each building, and the locations specified.
- h. Exit signs shall be clearly marked.
- i. 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.
- j. Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- k. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

CONSTANT HAZARDS

It is the policy of the Board of Management of Ballysax NS that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- a. All safety guards which are a normal part of the appliance are in working order

- b. Power supply cables/leads are in tact and free of cuts or abrasions.
- C. Unplug leads of appliances when not in use.
- d. Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- e. Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Ballysax NS that all chemicals, photocopier toner, 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. (Cleaner/Principal/Secretary/Caretaker where appropriate).

Drugs And Medication

It is the policy of the Board of Management of Ballysax NS that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels, soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

(a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.

(b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Highly Polished Floors

It is the policy of the Board of Management of Ballysax NS that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Ballysax NS that the school shall be a non smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

It is the policy of the Board of Management of Ballysax NS that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

SAFETY SUPERVISION

Each classroom will be supervised by the resident teacher who will report all safety hazards to the safety representative Liaison Officer. These matter(s) will be brought to the attention of the Safety Officer as soon as possible for attention. Notwithstanding this requirement, immediate action will be taken to remove, correct or rectify the potential hazard from the classroom by the resident teacher, without delay.

Common school Areas The school principal, or in their absence, the vice principal, will exercise supervision on all common areas in respect of movement, cleaning, maintenance, access to prohibited areas and visitors.

Playground Pupils will be supervised at all times during school breaks by the appointed teacher, who will ensure that all activities in the playground are appropriate and in keeping with best practice.

Playing Area All games will be supervised by the appointed teacher.

Pupil Access Staff will ensure that:

- Pupils in classes will not leave the school designated area without being collected by an authorised parent/person.
- Once pupils enter school they will not leave without authorisation of teaching staff.

SAFETY MEASURES

Training Designated staff members will undergo external safety training as agreed by the Board of Management. A record of all staff training will be maintained by the School Principal on behalf of the Board of Management.

All employees will be:

- a. Instructed in lifting and manual handling techniques.
- b. Advised/informed in relation to location/use of safety equipment and clothing and its use.
- C. Briefed and exercised in relation to fire equipment and its operation and drills.
- d. Be familiar with current safety procedures.
- e. In general be safety aware.

Signs

- a. Signs will be placed/affixed to identify prohibited/hazardous area.
- b. These signs will be periodically inspected by the safety officer and additional signs if required.

Drills

The Board of Management is cognisant of the danger of fire. Consequently fire drills will be conducted on a periodic basis and not less than twice per school year.

Medical

- a. Designated staff members will undergo appropriate external first aid training.
- b. All staff members will familiarise themselves with the specified procedures/measures outlined in school policies, "*Substance Use*" and "*First Aid Procedure*" See Annex B
- c. Good hygiene is of concern to all members of the school community, a hygiene code will be drawn up by the Board of Management and all staff will ensure compliance,

lapses will be reported to the Principal for appropriate action.

Electrical

- a. All electrical connections and leads are potential hazards.
- b. Connections must always be secure, appropriate to the equipment being used (e.g. 13 AMP plug socket for heaters, computers, copiers, projectors, etc.
- C. All frayed leads should be replaced immediately.
- d. All leads should be of the minimum length to provide the desired connection.
- e. Overheating/smoke should be reported immediately and the relevant equipment disconnected at once.
- f. All liquids are banned from proximity to electrical devices.
- g. Repeated tripping of switches should be reported to the electrician immediately and the offending equipment isolated.

Car park

This is a prohibited area and is a potential lethal area for all small children. No pupils are allowed in this area.

Grass cutting

No grass cutting will take place during school recreational breaks. Grass cutting operatives will wear appropriate, approved hearing protection.

Yellow Lines

The Board of management, through Kildare County Council will ensure that yellow

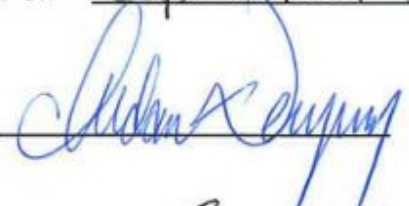
lines are renewed on a regular basis to ensure good visibility.

RECORD:

The following records will be maintained as designated:

- a. Safety Statement will be reviewed annually and approved by the Board of Management.
- b. An incident book will be maintained, to record reports by school staff of safety issues, by the Safety Representative.
- c. Fire drill book will be maintained by the Principal.
- d. Inspection fire equipment will be maintained by the Principal/Firestop Ltd.
- e. Fire alarm activation booklet will be maintained by the Principal or deactivating staff member.
- f. Accident/incident book will be maintained by the Principal
- g. Notwithstanding the above records it is the responsibility of all staff to be safety conscious **at all times.**

Reviewed on September 2018.

SIGNED:  DATED: 20th September 2018

Next Review Due: Spring 2020.

Risk Assessment for Members of Staff – Form A

To be used in each staff member's work setting, ie classroom, office, SET areas etc. at the beginning of each term.

Hazard/Risk present	Risk Rating H=High M=Medium L=Low	Action needed	Person/People responsible	Signature and date when action completed

Work area(s):

Staff member(s) assigned to this work area: (Block Capitals)

Date Risk Assessment completed: _____

Signed: _____

Risk Assessment for Members of Staff - Form B

To be used in by any staff member if a hazard/risk to safety is observed in any part of the school outside of each person's workspace, ie yard, corridor etc.

Hazard/Risk present	Risk Rating H=High M=Medium L=Low	Action needed	Person/People responsible	Signature and date when action completed

Areas:

Date Risk Assessment Completed: _____

Signed: _____

Area(s):

Date Risk Assessment
completed:

Signed: