

Scoil Mhuire U.R. 11894 i

Safety Statement

Introduction

The Board of Management of Scoil Mhuire has reviewed and updated this Safety Statement following consultation with staff and parents in October 2011.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of the children and those employed and working in the school, parents, guardians and visitors. This applies particularly to all activities that take place during core school hours and also to activities that take place outside of those hours. The school is used by various groups and should be made aware of the demands for its safe use at all times.

This policy requires the co-operation of all – children, parents, employees and those visiting the school to work. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

A safety audit shall be carried out bi-annually by the Board of Management and recommendations made as required. 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 minimise the recurrence of such accidents and ill-health.

Duties of the Board of Management – the Employer

The Board of Management of Scoil Mhuire 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.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ 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,
- ◆ Employees shall be consulted on matters of health and safety.

Provisions shall be made for the election by the employees of a safety representative.

To ensure appropriate supervision is in place to monitor and control the school activities.

To establish an emergency evacuation procedure and ensure regular evacuation drills are practised each term.

To ensure that all escape routes are properly marked, access to emergency exits is not obstructed and assembly points are clearly marked.

To ensure all employees and voluntary workers are given safety training appropriate to the risks to which they are exposed, in the following areas

Manual handling.

b. Working at heights.

c. Evacuation procedures.

d. First Aid.

e. Use of fire extinguishers.

To investigate all accidents or near accidents to employees, voluntary workers, members of the public, or pupils.

To ensure all accidents or near accidents are recorded on the school

The Board of Management of Scoil Mhuire recognises that its statutory obligations under legislation extends to employees, pupils, to any person legitimately conducting school business, and to the public.

The Board is responsible for compiling, approving and maintaining the safety policy of the school and is also responsible for ensuring all employees, voluntary workers, committees, pupils, contractors and visitors are informed of and adhere to it.

The Board may, if it wishes, appoint a school safety officer to carry out the safety audits and to monitor adherence to the agreed safety policy on a day to day basis.

The Board of Management of Scoil Mhuire undertakes to ensure that the provisions of following are adhered to:

the Safety, Health and welfare at Work Act 1989

the Safety, Health and Welfare at Work Act 2005,

the Safety, Health and Welfare at Work (General Application) Requirements 2007 ,

the Safety, Health and Welfare at Work (Construction) Regulations 2001,

as well as all other relevant statutory provisions, Insurance regulations and Codes of Practice.

Duties of Employees

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.
- Computers or ICT equipment for the purpose of introducing or downloading any sort of illicit material,
- Personal use of computers that is deemed inappropriate in school core hours and could involve material that could later be viewed by a child.

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).

Duties of Parents:

- To ensure that their child/ren arrive in school safely and on time
- To ensure that their child/ren is collected from school safely and on time
- To ensure that their child/ren has a healthy lunch and does not share or swap food with others
- To ensure that their child/ren does not bring any of the following to school for any reason
 - Metal spoons, forks or any sort of knife
 - Any kind of non prescription medicine

- Any kind of prescription medicine without informing the Board of Management
- Glass bottles
- Any kind of dangerous toy or metal toy

If cycling that she is capable of doing , safe on the roads and wears a safety helmet, has appropriate lights

Consultation and Information

It is the policy of the Board of Management of Scoil Mhuire to consult with staff in preparation and completion of:

- hazard control forms,
- to give a copy of the safety statement to all present and future staff,
- and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.

Health, safety and welfare at work will be considered in any future staff training and development plans and become part of other policies, such as :

Supervision

ICT

Child Protection

Anti Bullying

Administration of Medicines.

Code of Behaviour.

Substance Use.

Complaints Procedure.

School Outings.

Visitors to School.

Critical Incidents.

Internet Policy.

Hazards

Hazards shall be divided into two categories.

1. Those which can be rectified will be dealt with as a matter of urgency.
2. 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 Mhuire that:

The Fire Alarm system is maintained in good order at all times

- (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 authorised 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) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes
- (v) 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.
Corridors must be kept clear, ie obstruction free according to the width of the doors at either end of the corridor, in so far as this is practicable and allow for easy egress in the case of emergency.
- (vi) P.E. hall and main door – Principal will see they are free of obstruction.
- (vii) A plan of the school and /or signs show assembly points outside the school.
- (viii) Assembly areas are designated outside, and the locations specified for each class group.
- (ix) Pupils who are out of their mainstream class and with for example, a Learning Support Teacher, will exit in an emergency with that teacher and rejoin her class at the Assembly Point.
- (x) Exit signs shall be clearly marked.
- (xi) 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.**

- (xii) The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (xiii) Principal/designated member of staff shall be responsible for fire drills and evacuation procedures.
- (xiv) All recommendations made by a Fire Officer in addition to these provisions shall be implemented-
 - o Paper, copies, or books should not be in piles on the floor

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 corridors or floors** - a sign should be in place during cleaning.
2. **Trailing leads** of any sort should not be used in class rooms or anywhere as they are an electrical and a trip hazard. If an extension lead is required it should be long enough to be placed around the walls and away from open areas where anyone could fall.
3. **Computers:** These must be turned off every evening and/or when not in use.
4. **No paper, food, or fibrous materials should be kept in the presses under the sinks on the corridors.** These have openings for pipework and should only contain the cleaning materials required by the teacher, or they become a risk area for rodents.
5. **Electric fan heaters may only be requested when the main heating is not working for some reason.** They will be distributed by the Principal with clear instructions for limited use.
6. **All Cleaning materials and solutions are kept in the shed** in the courtyard and nothing of any danger to a child is kept in the kitchenette.
7. **Guillotines** – only safety guillotines are allowed and these should only be operated by a teacher or adult member of staff. Children are not allowed to use a guillotine.
8. **Laminators** – should not be used with children present and should not be used with trailing extension leads.
9. **Projectors** – only used by teachers or adult members of staff.
10. **Fuse Board** - this should not be tampered with by anyone, except, the Principal, Deputy Principal and Caretaker ,or a qualified electrician.
Occasionally a fuse will trip and can be reset but no more intervention than that is permitted by members of staff of Scoil Mhuire.
11. **Electric kettles**- There is one electric kettle in the kitchenette for the use of the cleaning/caretaking staff and after school teachers.

There is a boiler in the staff room for tea and coffee. This cannot be used for the filling of large containers or kettles.

12. **BURCO boiler** - in the kitchenette but it is only used for adult events and children are not allowed in the kitchenette when this is on.
13. **Boiler house** – this is kept locked at all times and must be kept free of obstruction and any inflammable materials or rubbish
14. **Ladders-** Small safety step ladders are available for all staff and should be used for putting up artwork or display. ***It is not permitted to stand on chairs, or other items of furniture at any time.*** Injury from doing so will not be covered as it is clearly identified here in this statement.
15. **Excess Gravel on school yard** – this should be cleared in regular basis by the Caretaker.
16. **Flat roof of hall and flat roof of school** – this needs to be cleared of debris on a regular basis by qualified staff/contractors.
17. **External store to be kept locked** – this is the garage at the top of the drive where the Caretaker keeps his equipment. A key is available in the office and only with the permission of the Principal or the Deputy Principal.
18. **The lawnmower** is kept in the Caretaker's garage and is only to be used by him.
19. **Garden stores** – Caretaker's garage, and access only by permission
20. **Icy surfaces on a cold day** – where and when possible the surface from the gate to the two main doors will be salted or gritted.
21. **Windows opening out** - The windows on the ramp of the prefab cannot be opened at any time as they are a danger to children walking up and down the ramp. There are windows on both sides of the prefab.
22. **Scissors:** teachers will ensure that scissors and any other risk item used in Art and Craft are carefully monitored and children do not have free access to them.
23. **Large Roller Presses in the Hall:** No child is ever to be allowed to open or close these presses as the doors are too heavy and come down to fast. Only teachers and/or other adults may open these presses.
24. **P.E. and Art and Craft Equipment;** children should not be held responsible for the collection, return or storage of equipment. This is the responsibility of the teaching staff and /or Classroom Assistants and while older children may be able to assist at time, it remains the responsibility of the adults in charge. This is to ensure the safety of the children and the safe storage of equipment for the use of others.

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (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 manufactures 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) Long Ladders must be used with another person's assistance.
- (g) Glass bottles are not allowed in school.
- (h) Remove broken glass immediately on discovery
- (i) Board of Management will check that floors are clean, even, non-slip
- (j) One of our 'B' post holders is responsible for PE equipment, it s maintenance and safe storage.
- (k) Check that all PE and other mats are in good condition. Check that benches are stable and do not wobble when in use.
- (l) Check that benches etc. Are free from splinters and generally sound.
- (m) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (n) Regular checks on the slow release mechanisms of doors
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Teachers check that manholes are safe as they supervise in the playground.
- (q) Check that all play areas are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (u) Regular checks on statues and pictures hanging on walls that they are secure and safe

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Mhuire 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. Adults working in Scoil Mhuire who use any appliance , electrical or otherwise, for anything other than its specified function do so at their own risk and are in breach of this safety statement.

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:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Scoil Mhuire 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 safe area, and protection provided to be used when handling them.

Toner – should be kept in the office

All Cleaning chemicals are kept in the shed in the courtyard and no child is allowed to go there or handle any sort of chemical cleaner.

Drugs And Medication

It is the policy of the Board of Management of Scoil Mhuire that all medications, etc be kept in according to the agreed policy for same, which is that either the child is able to keep her own inhaler for example, or the teacher minds it.

Non prescription medication is never kept in the school for pupils, and should not be given to them to have in school and will not be administered to them in school. If prescription medicines are required during core school hours or related activities, then the proper arrangements must be made with the Board of Management.

Hygiene

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.

It is expected that Teachers will be vigilant in monitoring the way children behave in the toilet areas and that they are keeping them clean as they would be expected to do at home by a prudent parent.

A Staffroom separate from all work areas is provided for all members of the Scoil Mhuire Staff. Tea breaks and lunch breaks may be taken here and it is up to each member of staff to leave the staff room and the area that s/he has used in the manner that s/he would like to find it.

Each member of Staff must co-operate in maintaining a high standard of hygiene in this area, recognising that it is a shared area and its facilities must be shared and maintained by all.

Sanitary Disposal units are supplied

Soap and paper towels are supplied. (Paper towels are not to be used for cleaning at any time and especially not for Art and Craft. Cloths are available)

Members of staff, parents and pupils are reminded:

- (a) Staff, parents, visitors and pupils 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.
- (b) Members of staff and parents of pupils are reminded that it is their responsibility to inform the Board of Management of any legally recognised disability for which the Board must make allowances or provide resources.
- (c) Members of staff may have access to the school premises from 8a.m until 4.30pm and occasionally these times may be extended as a matter of ease or when there is an event in the school. Right of access does not extend beyond 8a.m. until 4.30p.m.
- (d) If a member of staff and especially one who is a keyholder, requests to be in the school outside of these hours and alone, s/he must get permission to do so and must inform at least one of the following: Principal, Deputy Principal, Chairperson or another member of the Board or teaching staff as matter of safety.
- (e) Keyholders are limited to the number recommended by the Insurance regulations
- (f) Opening and Closing of the school can be delegated to a keyholder other than the Principal and details are given each year to the Board of Management.

Hard Floors

It is the policy of the Board of Management of Scoil Mhuire 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.

Hard floors are stripped and resealed in the summer months using a non slip seal.

Smoking

It is the policy of the Board of Management of Scoil Mhuire that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking and to comply with legislation regarding same.

Broken Glass

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

Infectious Diseases

It is the policy of the Board of Management of Scoil Mhuire that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Scoil Mhuire that members of staff shall be trained to provide First Aid to staff and pupils.

- (1) Notices are posted in office detailing:
 - location of first aid boxes,
 - procedure of calling ambulances etc....,
 - telephone numbers of local Doctor, Gardaí, Hospital.

- (2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety

Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents.

Children in 5th Class assist the teachers on supervision at break times with First Aid. They bring out the First Aid Kit and chairs, complete the parent contact form to be signed by the teacher and/or Principal

First Aid Box available to staff at all times containing:

- sticking plasters
- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- First Aid Forms

Disposable gloves must be used 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. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (3) Parking outside the school grounds must be done in accordance with the Law and not obstruct the school markings or the houses on Gilford Road and Durham Road.

Review of This Safety Statement

This statement shall be regularly revised by the Board Of Management of Scoil Mhuire in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management – March 2017:

Chairman: _____ Date: _____

Barry Fitzpatrick, Chairperson

Principal: _____ Date: _____

Mary Elizabeth Price