

Our Lady's Girls'

National School



Health and Safety Statement

Introduction:

This Document has been prepared in compliance with the Safety, Health and Welfare Work Act, 2005.

1. Aims:

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 also recognises its responsibilities to maintain the building and school environment and to outline safety procedures to staff.

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 own personal safety, health and welfare or that of others.

This policy aims to identify risks, where they exist, and suggests ways to eliminate or properly manage risks.

2. Safety Organisation:

Safety is a Management responsibility. Staff members are responsible for safety in their own areas and the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal, shall be familiar with the safety procedures.

3. Safety Officer:

The Principal is the Safety Officer. She shall be responsible for overseeing the safety provisions on behalf of the school and Linda Monaghan is the Safety Co-ordinator. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this policy.

(1) **The Safety Officer** shall make the Board of Management aware of their duties with regard to 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.

(2) **The Safety Officer** shall investigate all accidents and dangerous occurrences 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.

(3) **The Safety Officer** shall ensure that all identified health and safety guidelines are satisfactorily adhered to.

4. Hazards to be aware of:

(A) Classrooms (including toilet area)

1. Wet, slippery floors in toilets.

Control Measures: inform Safety Officer/Co-ordinator; control access; seek to have area clean and dried.

2. Furniture-old, worn and faulty.

Control Measures: inform Safety Officer/Co-ordinator; seek removal of affected furniture for repair or disposal.

3. Electrical Equipment.

Control Measures: teacher removes plugs, ensure extension leads don't pose trip hazard, and it is recommended that **teacher shuts down and plugs out all equipment including computers at home-time**. Extension leads etc are maintained safely. Equipment with faulty leads or defective plugs/sockets is never used. Safety Officer/Co-ordinator informed of concerns.

4. Trip hazards e.g. bags, coats etc.

Control Measures: ensure safe procedures for storing bags, coats etc. remove any hazards.

5. Doors:

Control Measures: ensure doors can be opened and closed, ensure hands and fingers are clear of crevices before opening closing.

6. Pencils or sharp implements:

Control Measures: be aware of dangers posed by everyday materials, ensure proper instruction regarding use of materials and proper supervision of children when using such materials.

(B) Playtime:

1. Dangerous Play: Risk of injury.

Control Measures: active supervision by teachers and SNA's, children regularly reminded about appropriate play.

2. Unsupervised access to toilets.

Control Measures: children are supervised by class teacher in the morning and afternoon as they travel to the toilets. At other times younger children go to the toilet accompanied by a "responsible child".

3. Glass or other dangerous materials strewn in the yard.

Control Measures: Teachers who observe such materials should ensure it is removed.

(C) P.E. classes in Our Lady's Girls' School Hall.

1. Benches, chairs, table and other free standing objects in hall.

Control Measures: due care taken in planning activities to confine these to safe open spaces in the hall. Relay races or chasing games should be directed away from hazards.

P.E. Classes:

Control Measures: all P.E. equipment should be in good order, damaged equipment is discarded and replaced. Equipment is only used in a manner which is appropriate e.g. bats are not thrown! Care is taken to ensure that activities suit the age and capabilities of the children. Children participating in P.E. activities are properly supervised and aware of appropriate behaviour in the hall. Children using any equipment receive proper and detailed instruction.

Teachers carry out a risk assessment in relation to potential for injury involving any P.E. activity: e.g. children involved in gymnastics (rolls, balancing activities etc.) receive all appropriate instruction and equipment suits the activity.

Children must wear appropriate footwear for P.E. activities: (children should not perform any activity in stockings/socks). If children are asked to lift mats or other heavy equipment (e.g. boxes of equipment) they are taught proper procedures for lifting. Likewise teachers must exercise care in handling equipment and seek assistance where necessary.

(D) Office.

1. Photocopier, Fax Machine and Laminator should only be used by designated personnel. Problems that cannot be solved by the Principal should be referred to management company.

2. Storage of Chemicals.

Control Measures: toner, stored in secure strong-room.

(E) Cleaning Press: Contains chemicals, cleaning agents, bleaches, solvents, aerosols etc.

Control Measures: materials are kept in a secure area that is not accessible to children.

Safe storage of chemicals and other dangerous items.

Cleaning equipment maintained in safe condition.

All necessary safety equipment to be supplied and used – rubber gloves etc.

Should any materials be noted within reach of children, they should immediately be removed and put in a safe place.

6. Safety Training:

All employees will be advised not to lift very heavy objects.

(A maximum of 13 Kg. To be lifted above elbow level)

- (a) Use a step ladder to access high areas.
- (b) Advised of safety equipment available and then where this can be obtained.
- (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 aware of proper procedures relating to Fire drills etc.

7. Electrical Appliances.

- 1. 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.
- 2. **No eating or drinking beside computers or other electrical appliance** – specific care taken in relation to preventing liquids coming into contact with such appliances.
- 3. Computers and monitors shut down turned off and disconnected by the teacher each day.

8. Chemicals, Solvents, Detergents, Copier Toner etc.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of spillage, splashes etc. All chemicals stored in a safe storage place provided. Special care should be taken to ensure children don't have access to these materials. Rubber gloves provided are used.

9. 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. Soap should be provided in all toilets.

10. 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. In accordance with the recommendation of the appropriate Irish Standard for Fire Equipment.
- (c) All fire exits and emergency paths of egress are identified and kept clear at all times.
- (d) Fire doors kept closed.

11. Fire Prevention:

- (a) Fire Safety inspections and analysis of potential fire hazards is regularly carried out.
- (b) Liaison with relevant authorities takes place as is necessary.

12. Evacuation.

An evacuation procedure has been prepared and is displayed in each classroom and in the school entrance area.

The Principal organises an Evacuation Drill each term, 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. Exterior doors are bolted –not locked during the day to allow for quick exit while maintaining a secure environment.

13. Smoking.

Smoking is prohibited in the schools and school grounds (C/F circular Eastern Health Board 11 March, 1991).

14. 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 defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

2. 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

15. Accidents/Incidents: Reporting.

All actual or 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 by the Safety Co-ordinator.

Children's Health and Safety:

In addition to procedures already mentioned the following also applies:

1. Children are given time to eat their lunches in the classroom supervised by the class teacher.
2. Children are supervised throughout the day.
3. The consumption of nuts, nut products, chocolate, sweets, crisps and fizzy drinks is not permitted.
4. Pictures of pupils with food allergies, along with details of procedures to be followed, and locations of medication required, are posted in the staffroom, the secretary's office, and the relevant classrooms.
5. Children in Senior Infants and First Class are allowed to carry out messages.
6. Children are not to carry hot liquid/cutlery/cups or other dangerous items.
7. Children are not to carry heavy equipment.
8. Staff should not carry cups of tea/coffee on corridors during school hours.

Coming to School

Infant and first class pupils must always be brought into the school by an adult or older child, and handed over to a responsible adult. They should never be allowed to walk into the school alone.

Collection of Children:

School times are notified to parents each September.

Children may not leave the premises before the specified dismissal time unless

- (a) They are collected by a Parent
- (b) They are collected by a responsible adult with a parent's permission – note supplied.
- (c) In situations of doubt parents should be contacted by phone.

16. 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 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.
7. Observing the procedures outlined in policies relating to safety – related policies are listed on last page of this Safety Statement.
8. Reporting any health and safety risks as concerns to the Safety Officer.

Conclusion:

This Safety Statement is based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

A **risk assessment is to** be carried out at the start of each school year.

This policy was ratified on the **3rd October 2017**.

Signature: Nicholas O'Connor
Chairperson Board of Management

Signature: Yvonne Lane
Principal

Related Policies:

- Injuries/Sickness in School.
- Children who have to leave school early.
- Supervision Policy.
- Behaviour Policy.
- Anti-bullying Policy.
- Policy on Supervision of Children.
- Healthy Eating Policy.
- Stay Safe.
- R.S.E. Policy.
- Substance Misuse Policy.
- Policy on Mobile Phones.
- Policy Internet Usage.
- Policy on School Outings.
- Critical Incidents Policy.
- Administration of Medicines.
- First Aid.
- Fire Drill.
- Positive Staff Relations Policy.
- Arrival and Dismissal of Pupils Policy.