



CILL FLAINN

AG FÁS, AG FOGHLAIM, AG FORBAIRT

HEALTH & SAFETY STATEMENT

INTRODUCTION

The *Safety, Health and Welfare at Work Act, 1989* obliges employers and employees to take active steps to secure safety in the work place by putting adequate health and safety measures in place to eliminate, control or minimise the risk of injury.

DUTIES OF BOARD OF MANAGEMENT

The Board of Management (BoM) of Scoil Treasa Naofa will ensure that the provisions of the *Safety, Health and Welfare at Work Act 1989* are adhered to.

The BoM recognises that its statutory obligations under legislation extend to employees, pupils, to any person legitimately conducting school business, and to members of the public while within the school or school grounds.

On an annual basis, the BoM will conduct a complete examination of both the work place and work practices in order to identify any hazards and assess risks. Systems shall be put in place to minimise any risks identified.

The BoM will ensure that as far as is reasonably practicable:

- **Develop a Covid-19 Response Plan and update the safety statement in line with this plan**
- The design, provision and maintenance of the school site and structure are safe and without risks to health.
- The school premises and grounds have safe access and egress routes.
- All plant and equipment is maintained in a safe condition and operated with appropriate guards.
- Equipment/substances are handled and used in a safe manner.
- Systems of work are planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff and pupils are provided with such information, instruction, training and supervision as is necessary to ensure their health and safety at work.

- Facilities and arrangements for the welfare of pupils and staff are provided and maintained. **Updated in line with Covid-19 Response Plan**
- Arrangements for consultation with staff on matters of health and safety are provided.
- Plans for emergencies are practised e.g. fire drill, **covid case**
- A member of the BoM will assume the role of Safety Officer while staff will choose a Staff Safety Representative.

APPOINTED REPRESENTATIVES

PRINCIPAL	Nora Falvey
BOM SAFETY OFFICER	Paud Tuomey
STAFF SAFETY REPRESENTATIVE	Deirdre Laide
FIRST AID OFFICER	Ciara Walsh

DUTIES OF APPOINTED REPRESENTATIVES

Principal

- On behalf on the BoM, oversee the day-to-day management of all the school's health, safety and welfare issues in accordance with this policy.
- Ensure that safe working practices and procedures are in place.
- Ensure that regular inspections of the premises and grounds are carried out.
- Seek briefings from staff regarding accidents and incidents and implement responses as warranted.
- Identify staff training needs in the area of health, safety and welfare.

Safety Officer

- **Liasise with the LWR and ensure they are aware of any updates to the Covid 19 Plan**
- Give guidance and advice on health, safety and welfare matters.
- Ensure an adequate supply of fire extinguishers, suitable for the type of fire 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.

- Ensure fire alarms are clearly marked.
- Organise staff training in the use of fire fighting equipment and Covid 19
- Check that the surface of the school yard is in a safe condition, and that roofs, guttering, drainpipes, external lighting etc., as far as can be seen, are sound and well maintained.

Staff Safety Representative

- Liaise with The LWR and the Principal on Covid 19 plans & updates
- Draw up a plan of the school and grounds showing fire assembly points outside the school.
- Ensure that fire drills take place at least once a term and that a record of all fire drills is kept with this policy.
- Ensure signs are clearly visible to enable visitors to the school identify exit doors and exit routes.
- Ensure all doors, corridors and entrances are kept clear of obstruction.
- Ensure entrances are capable of being opened at all times from within the building.
- Ensure fire doors are kept unlocked while the building is occupied.
- May consult with and make representation to the BoM or the Board's designated representative in the school i.e. Principal regarding health, safety and welfare issues.
- Entitled to consult a Health & Safety Inspector regarding any aspect of health, safety and welfare at work.
- May investigate any risks to the health, safety and welfare of the staff or complaints made in these areas by staff.

ALL EMPLOYEES

It is the duty of every employee while at work:

- **To understand their responsibilities as per Covid 19 Policy**
- To take reasonable care to ensure 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.
- 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.
- To use any suitable appliance, protective clothing, convenience or equipment provided (whether for his/her own use or for use by him/her in common with others) for securing his/her safety, health or welfare at work in such a manner so as to provide the protection intended.
- To report to the Principal without unreasonable delay should he/she become aware of any defects in plant, equipment, place of work, or system of work which might endanger safety, health or welfare.

- Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or item provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
- To ensure that work practices are performed in the safest manner possible using the available facilities and equipment provided (*Section 9 of Safety, Health and Welfare at Work Act 1989*)

HAZARDS

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

The following hazards (in so much as can be identified) are considered by the BoM to be a source of potential danger and are brought to the attention of all members of the school community:

- **Covid 19**
- Electrical faults or faulty equipment are major fire hazards.
- Sharp objects e.g. pen-knives, compasses, scissors, pencils etc.
- Objects being thrown by pupils or pointed at fellow pupils
- Schoolbags carelessly positioned
- Climbing onto boundary walls, school gates or flat roofs
- Alighting from and boarding school buses
- Running around corners, in corridors, hallway or classrooms
- Fighting, bullying, horseplay and undue level of rough play
- P.E. activities
- Inappropriate use/storage of P.E. equipment
- Wet corridors
- Trailing leads
- Computers, projectors, shredder, laminator, copiers, guillotine
- Activities involving the use of electrical power or equipment
- Tipp-X and other solvents
- Fuse Board
- Electric kettle
- Ladders
- Protruding units and fittings
- Windows that open outward
- Icy/wet surfaces in yard
- Boiler house, external store, internal store

SAFETY/PROTECTIVE MEASURES THAT MUST BE ADHERED TO SO AS TO MINIMISE THE ABOVE DANGERS

Staff

- Understand fully the risk posed from Covid 19 and their responsibility to keep themselves , and the school community safe as is practically possible as per Covid 19 Policy
- 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. Any contractors working in the school must be shown a copy of the school's Health & Safety Statement and shall adhere to its provisions.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable, the BoM will ensure that members of staff have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment is fitted with adequate guards.
- Class teachers are responsible for checking that all electrical equipment in their classrooms is properly maintained and functioning correctly. If problems are identified, the Principal is to be informed.
- All staff members are responsible for checking that electrical equipment in the staffroom is properly maintained and functioning correctly while the Principal is responsible for checking the condition of electrical equipment in all other areas.
- All electrical equipment shall be turned off or unplugged outside of school hours.
- Ladders, other than step ladders, must be used with another person's assistance.
- The entrance doors to the boiler house and external store are locked during school hours.
- The teacher who has last used the PE equipment will ensure that it is stacked securely and is positioned so as not to cause a hazard.
- Teachers will check that all PE equipment, including mats, is in good condition. If not, report to Principal.
- Teachers on supervision duty will check that all play areas are safe.
- The caretaker will check that refuse is removed from the building each day and is carefully stored outside.

Pupils

- Must be aware of their responsibility to keep themselves , and the school community safe as is practically possible as per Covid 19 Policy
- A pupil must not leave the school grounds without the express permission of his/her teacher and/or Principal.

- Use of glass bottles by pupils is forbidden. Broken glass must be removed immediately on discovery.
- It is forbidden to discard litter or uneaten food anywhere within the grounds of this Green School. Discarded food attracts vermin and so creates a health hazard.
- Use of Tipp-X and solvents is not allowed.
- Children are not allowed to carry boiling water at any time.
- Running around corners, in corridors, hallway and classrooms is forbidden.
- Fighting, bullying and rough play is strictly forbidden.
- No equipment is to be lifted, moved or set up without the permission of a teacher.
- Children board the school bus from the footpath.
- Children must not bring a mobile phone or any other device that can access the internet

CONSTANT HAZARDS

Covid 19- Keep informed of updates to the Covid 19 Policy. See Covid 19 Policy

Machinery, Kitchen Equipment, Electrical Appliances

It is the policy of the BoM 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

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 intact and free of cuts or abrasions.
- Appliance leads are unplugged when not in use.
- Suitable undamaged fused plug tops are used along with the correct fuse.
- Official guidelines issued by the Health & Safety Authority are followed.

Chemicals

It is the policy of the Board of Management that all chemicals, photocopier toner, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area.

Drugs and Medication

It is the policy of the Board of Management that all drugs, medications etc. are 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.

Highly Polished Floors

It is the policy of the Board of Management 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.

Broken Glass

Staff members are to immediately report instances of broken glass to Principal.

Smoking

It is the policy of the Board of Management that the school and grounds are non-smoking areas in compliance with legislation.

Infectious Diseases /Covid 19

It is the policy of the Board of Management that all infectious diseases are notified to the HSE and that steps are taken to ensure the safety of staff and pupils against all such diseases. **In the case of Covid 19 the guidance issued by NPHET/HSE/Dept is to be followed at all times**

The Board of Management will endeavour to minimise the risk to health and safety by adherence to best practice in relation to cleanliness, hygiene and disinfection. The BoM provides disinfectant and disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms are provided at all times with an adequate supply of water, liquid soap and a facility for the safe disposal of waste.

Welfare

Hygiene is the responsibility of everyone in the school. Good hygiene practices are essential for the health and welfare of all and teachers are requested to train their pupils in hygienic practices and to often reiterate and revise these.

The caretaker will ensure that all toilets are maintained in hygienic conditions at all times.

Staff and pupils who are 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.

Staff and pupils are not allowed to attend school 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.

FIRST AID

It is the policy of the Board of Management that the teacher appointed First Aid Officer is trained to provide first aid to staff and pupils of Scoil Treasa Naofa.

The First Aid Officer is responsible for maintaining a properly equipped first aid box that is available to staff at all times, and contains:

- Sticking plasters, tape, cotton bandages, scissors
- Anti-histamine for stings, etc.
- Disinfectant e.g. Savlon
- Eye lotion e.g. Optrex
- Antiseptic cream and wipes
- Cream for First Aid treatment of Burns
- First Aid Chart

Disposable gloves must be used at all times in administering first aid.

Notices are posted in the staff room detailing emergency telephone numbers.

ACCIDENTS

If a pupil gets ill or sustains a minor injury as a result of an accident, first aid is administered and a parent is contacted and informed. **A parent will always be contacted if their child receives a bang to any part of their head.** In the case of a more serious injury, the supervising teacher or the class teacher if the accident occurs while the child is in his/her care, shall bring the matter to the attention of the Principal. The response may include sending for the child's parents/guardians, calling a doctor or taking the child to A&E.

When teachers are in doubt about the seriousness of an accident, the attention of the Principal is to be sought.

Accidents are recorded in a report by the member of staff who was present - class teacher or supervising teacher. These reports detail the date and time of the accident, how and where it occurred, names of witnesses, the type of injury sustained and the action taken. Reports are signed by the teacher and are kept in An Accident Report File in the office for a period of 5 years.

All Teachers have a notebook to document minor accidents while on Supervision duty. Teachers will record serious incidents/accidents in the Hard back book kept in the school office.

ACCESS TO SCHOOL

Covid 19 Access to school is limited and will only be by appointment. All visitors must adhere to COVID 19 Policy and must wear a mask. A contact tracing log will be kept of all visitors

The school premises is locked down from 9:00 a.m. and visitors are admitted by a staff member in response to the school's buzzer system.

Maintenance men work outside of school hours or on the rare occasion when this is not practical, they are accompanied by the Principal at all times.

Before initiating any work, building contractors shall be shown a copy of the Health & Safety Statement and shall agree to its provisions. They shall not create any hazard, permanent or temporary, without informing the Principal or his/her nominated agent and shall mark such hazards with warning signs or other suitable protection.

COLLECTING CHILDREN FROM SCHOOL

Covid 19 Drop off and Collection Times as per Covid 19 plan.

Parents are to contact the school through the school app/by phone and should not enter the school building. The school secretary will collect children from their class and sign them out. If a parent approaches the school they MUST wear a mask.

Motorists are advised to drive slowly outside school grounds when collecting children. Motorists should adhere to the drop/collect and go system and remain in their car. Children will be accompanied by class Teacher/SNA to a waiting motorist. Parents are to parallel park and avoid gathering in groups.

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of Scoil Treasa Naofa to

- consult with staff when completing the annual Audit of Hazards
- give a copy of this Statement to all current and future staff
- convey to staff any additional information or instructions regarding health, safety and welfare at work as it becomes available.

EVALUATION & REVIEW

The success of this Health & Safety Statement is measured through positive feedback from parents, pupils and staff.

This statement shall be regularly reviewed by the Board of Management in the light of experience, changes in legal requirements and/or operational changes.

An Audit of Hazards shall be carried out annually by the Board of Management Safety Officer and a report presented to the Board and to the staff.

All records of accidents and ill-health shall be recorded and monitored in order to ensure that any additional safety measures deemed necessary are identified and put in place.

The next scheduled review will take place in 2022.

LINKED POLICIES

The following policies are a key element of this policy and must be referred to for more specific information:

• <i>Code of Behaviour</i>	• <i>Visitor Policy</i>
• <i>Anti-Bullying Policy</i>	• <i>Physical Education Policy</i>
• <i>Supervision Policy</i>	• <i>Critical Incident Policy</i>
• <i>Attendance Policy</i>	• <i>Sexual Harrassment Policy</i>
• <i>Covid 19 Policy</i>	•

RATIFICATION AND COMMUNICATION

This policy was circulated and communicated to members of the school community following its ratification by the Board of Management (BoM) on 18/05/2021

Signed Caroline Lynch Chairperson BOM

Signed Nora Falvey Principal/Secretary BOM

Date 18/05/21