

## **Scoil Treasa Naofa**

### **Safety Statement**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

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

The Board of Management of Scoil Treasa Naofa 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.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ 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, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.

The Board of Management of Scoil Treasa Naofa 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 of Scoil Treasa Naofa undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

#### **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 other wise, 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).

### **Consultation and Information**

It is the policy of the Board of Management of Scoil Treasa Naofa to consult with staff in preparation and completion of hazard control forms, to insure that all staff have access to the school's Safety Statement on their USB key and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.

### **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 Treasa Naofa 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 authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Safety Officer will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.( Safety Officer)
- (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. Each teacher who has

an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Safety Officer will see they are free of obstruction.

- (vi) Assembly areas are designated outside the building in the school yard and locations are specified.
- (vii) Exit signs shall be clearly marked.
- (viii) 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 Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check library and computer room when cleaning.
- (ix) 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.
- (x) Principal and Safety Officer shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### **Fire Drill Procedure**

It is the policy of the Board of Management of Scoil Treasa Naofa that the Safety Officer in conjunction with the Principal shall be responsible for regular fire drills. Members of staff will cooperate with the Safety Officer when fire drills are carried out.

It is the duty of anyone discovering a fire to raise the alarm at once and sound the fire alarm.

### **Upon hearing the Fire Alarm:**

- ◆ The senior teacher in charge will be responsible for ensuring that the Fire Brigade is contacted immediately.
- ◆ Persons in charge of classes will take their roll books and class in an orderly manner to the assembly point via the arranged route (see below)
- ◆ Teachers in the library, computer room or hall will use the class lists folder in each of these rooms instead of their roll books.
- ◆ Other members of staff will immediately make their way to the assembly point.
- ◆ Anyone not with their class/group (e.g. children attending learning support, drumming etc) when the alarm sounds will make their way directly to the assembly point with the person supervising them, via the exit point outlined below and join their class line.
- ◆ There must be no rushing or overtaking on the way to the assembly point.
- ◆ As soon as classes are assembled, each teacher will take a roll call or count and report to the Principal if anyone is missing.
- ◆ If any person is found to be missing, an immediate check must be made by staff.
- ◆ No other person must leave the assembly point to recover clothing, books etc

**The following procedure for exiting the building shall apply:**

- ◆ Junior and Senior Infants, 1<sup>st</sup> and 3<sup>rd</sup> Class, and anyone in the Principal's Office, HSCL Room, Staff and Infant Toilets, Language Room or Staff Room shall exit through the main front door.
- ◆ 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Class and anyone in the Computer Room, Library, Hall, Toilets and Learning Support Room shall exit via the back door.

**Fire Extinguishers**

It is the policy of the Board of Management of Scoil Treasa Naofa that there must be an adequate supply of fire extinguishers which deal with the type of fire likely to happen in that area. Fire extinguishers are to be labelled and regularly serviced by qualified personnel. Merrions Security has been appointed the maintenance contract of this by the Board of Management of Scoil Treasa Naofa. Each fire extinguisher has instructions for its use. It is the responsibility of the Safety Officer to manage the above.

**Fire Alarms**

It is the policy of the Board of Management of Scoil Treasa Naofa that fire alarms are clearly marked. Fire alarms are tested regularly by the Safety Officer/Principal. The sound of the fire alarm is different to the school bell. A signed and dated record of the fire alarm test will be kept in the School Safety Folder which is located in the Principal's office

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
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. Balcony off classroom
12. Flat roof of shed and flat roof of school
13. External store to be kept locked
14. Lawnmower
15. Garden stores
16. Icy surfaces on a cold day
17. Mats in hall
18. School lift

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 the lift 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 the lift 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 all equipment and machinery. .
- (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 greater than 10 feet should be secured at the top or footed at the base.
- (g) Faulty ladders should be removed from service.
- (h) At no point should chairs be placed on top of ladders.
- (i) Ladders must be used with another person's assistance.
- (j) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (k) Board of Management/Principal/Safety Officer will check that floors are clean, even, non-slip and splinter-proof.
- (l) Class teacher and/or Caretaker will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (m) Check that all PE and other mats are in good condition.
- (n) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Safety Officer, Principal and Caretaker)
- (o) Check that wooden beams, benches etc. Are free from splinters and generally sound. (Safety Officer)
- (p) Check that vaulting horses, beams and benches are stable and do not wobble when in use. (Class Teacher)
- (q) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (r) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Caretaker and Safety Officer
- (s) Check that all play areas are kept clean and free from glass before use.
- (t) Check that outside lighting works and is sufficient. Board of Management.
- (u) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Safety Officer.
- (v) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (w) The school yard is supervised in the morning before school at 8.45 (Principal) and at both breaks (Teachers) Care is taken that pupils do not climb railings, windows, bushes or drainpipes.

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

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

- ◆ 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 Treasa Naofa 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.

(Secretary/Cleaner/Principal/Safety Officer where appropriate).

## **Drugs And Medication**

It is the policy of the Board of Management of Scoil Treasa Naofa that should any drugs, medications, etc need to be kept for a pupil or member of staff that they 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. No unprescribed medication will ever be administered to a child.

## **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. Toilets shall be cleaned daily by the Cleaner. Plumbing shall be regularly checked by the Caretaker and any problems shall be reported to the Safety Officer.

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 and soap and sanitary disposal facilities must be available. The relevant Post holder is responsible for the replenishing and restocking of staff room and staff toilet supplies e.g. soap, towels, toilet roll, kitchen equipment, staff room supplies etc

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.

### **Lifting**

Lifting is not only applicable to staff, including those who are responsible for caretaking duties, but also included activities within the classroom such as lifting heavy books etc. To avoid accidents in lifting and carrying equipment or materials, staff are reminded:

- ◆ To lift with the legs not the back, that is, to bend the knees with the back straight
- ◆ To seek assistance with heavy items
- ◆ To remove obstructions and clear a space before lifting
- ◆ To keep a firm grip and move the arms close to the body so that the body takes the weight
- ◆ To use gloves for sharp and slippery items and suitable footwear
- ◆ To use trolleys/wheel barrow if they are suitable

Staff are advised to be sensible in what they ask pupils to carry, if it is heavy for you, don't ask the pupils to carry it.

**Note: Pupils must not be asked to carry warm drinks.**

### **Highly Polished Floors**

It is the policy of the Board of Management of Scoil Treasa Naofa 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. Ladders, buckets, mops or any other equipment shall not be left unattended on any passages or stairs. 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. The Caretaker will spread salt on the school yard and entrance on frosty mornings 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 Scoil Treasa Naofa 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 or Caretaker so that it may be immediately removed.

### **Visual Display Units**

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

### **Infectious Diseases**

It is the policy of the Board of Management of Scoil Treasa Naofa that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will act in accordance with HSE Guidelines. 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. There shall be provided at all times an adequate supply of water, soap, towels for use in washrooms/toilets and a facility for the safe disposal of waste.

#### **Sick Pupils**

As a general rule, parents are requested to keep pupils at home from school if they have any of the following symptoms; temperature, vomiting, diarrhoea. Should a pupil become sick during school hours, their parent/guardian shall be notified and asked to take the child home.

### **Expectant Mothers**

It is the policy of the Board of Management of Scoil Treasa Naofa the all steps that are reasonably practicable will be taken to safeguard the health, safety and welfare of expectant mothers employed by the school and that of their unborn child.

An assessment of all risks will be undertaken on their work activities. Should a significant risk be identified from this, appropriate action will be taken. Of course, this assessment cannot be undertaken until management have been informed about the pregnancy which is at the discretion of the expectant mother.

Areas to note in the assessment are:

- ◆ Potential trip hazards and whether these are an overall hazard that could effect any other staff members.
- ◆ Manual handling.
- ◆ Exposures to extremes of hot and cold
- ◆ VDU usage, suitable chair, adequate desk space
- ◆ Whether expected to stand for long periods of time
- ◆ Whether the tables and chairs need re-arranging in their class to allow for more space
- ◆ Whether exposed to physically disruptive children
- ◆ Whether able to continue with yard supervision duty
- ◆ PE activities

It is the responsibility of the Safety Officer and Expectant Mother to go through this document and provide controls for anything considered hazardous.



## **First Aid**

It is the policy of the Board of Management of Scoil Treasa Naofa that a member of staff shall be trained to provide First Aid to staff and pupils. Scoil Treasa Naofa currently has two members of staff trained to administer First Aid; Sarah Whyte and Áine O' Gorman.

Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid box (press in staff room)
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(1) 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 by the Safety Officer.

The Safety Officer will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Bandage
- Stretch tape
- Waterbased wipes
- Scissors
- First Aid tweezers
- Cotton wool pads
- Latex free gloves
- Sanitary towels

Disposable gloves must be used at all times in administering First Aid

### Accident/Incident Report Lines

<u>Minor Incidents</u>	<u>More Serious Incidents</u>	<u>Incidents involving Adults</u>
<ul style="list-style-type: none"><li>➤ Teacher on yard deals with it</li><li>➤ Informs class teacher</li></ul>	<ul style="list-style-type: none"><li>➤ Teacher on yard/class teacher organises administration of first aid</li><li>➤ If required, teacher arranges further medical attention e.g. first aider/doctor/ambulance</li><li>➤ Parents are informed</li><li>➤ Safety Officer is informed</li><li>➤ Teacher writes details and procedures followed in the Incident Report Book.</li></ul>	<ul style="list-style-type: none"><li>➤ Member of staff will administer first aid</li><li>➤ If required, further medical attention is arranged by member of staff e.g. first aider/doctor/ambulance</li><li>➤ If deemed necessary, next of kin is informed</li><li>➤ Safety Officer is informed</li><li>➤ Member of staff who dealt with incident will write up details in the Incident Report Book</li></ul>

### Restricted Areas

It is the policy of the Board of Management of Scoil Treasa Naofa that the Boiler Room, Store Rooms and Shed shall be kept out of bounds for all pupils. Pupils shall only enter the Garden under Teacher supervision.

### Access To School

Anyone entering the school premises shall be required to identify themselves to the Principal before gaining admittance to the school. The school gate is equipped with a lock, camera and buzzer. 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) Cars are advised to drive slowly on the road outside the school.
- (3) Those parking outside the school are advised to accompany children to and from the school premises.

### **Revision Of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of Scoil Treasa Naofa 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:

Chairman: *Patrick Sarsfield Foley* Date: 04/10/11

Principal: *Ann Marie Spillane* Date: 04/10/11

Safety Officer: *Órfhlaith Mealy* Date: 04/10/11

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

### **Members of the Board of Management:**

Chairman: Sarsfield Foley

Board Members:

Ann Marie Spillane

Brian Comiskey

Fr. Edwin McCallion

Sr. Eilish Whelan

Enda Gunnell

Brendan Carey

Erica Wade

Safety Officer: Órfhlaith Mealy

Prepared by representatives of the Board of management, in consultation with parents and teachers in accordance with the safety, Health and Welfare at Work Act 1989

