

Scoil Naomh Cualán

Uimhír Rosta: 204510.

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School Safety Statement

The Board of Management of Scoil Naomh Cualán brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed or 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 Staff Safety Officer and a report made to the Principal and Board of Management.*

The Board of Management of Scoil Naomh Cualán 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 must be operated safely.
- * 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.

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 Staff Safety Officer 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 for securing safety, health or welfare of persons at Scoil Naomh Cualán.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of Scoil Naomh Cualán to consult with staff in the identification of possible hazards, 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.

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 Naomh Cualán 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 Principal or designated post holder will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Whistles will be used as fire alarms) (Staff Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff 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 his/her classroom must ensure it is kept clear.
- (vi) A plan of each school building will show assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) 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.
- (x) 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.

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 floors
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors

6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Concrete steps around school
11. Protruding units and fittings
12. Flat roof of pre-fabricated classrooms.
13. Sheds
14. Windows opening out
15. Icy surfaces on a cold day
16. Electricity/basketball poles

In order 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 should seek a copy of this 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 manufacturers' 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 (if necessary) are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Staff Safety Officer will check that floors are clean, even, non-slip and splinter-proof.
- (h) Principal and class teachers will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (i) Principal and class teachers will check that all PE and other mats are in good condition and report to Principal if in need of attention/replacement.
- (j) An annual checklist will be used for inspecting furniture, floors, apparatus, equipment and fittings. (Staff Safety Representative.)

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Naomh Cualán 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.

It is the responsibility of all employees to report any hazards/risks, problems or concerns.....

SPOT IT, SORT IT!

CAN'T SORT IT? REPORT IT!

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.
- * Unplug leads of appliances when not in use.
- * Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- * Official guidelines issued by the Health and Safety Authority are followed.

Chemicals

It is the policy of the Board of Management of Scoil Naomh Cualán 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 secure area. (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication

It is the policy of the Board of Management of Scoil Naomh Cualán that all drugs, medications, etc. be kept in a secure place and be used/administered only by trained and authorised personnel.

(See elsewhere for Administration of drugs to children)

Welfare:

Toilet and cloakroom areas are provided to ensure the continued welfare of the staff and children. 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 maintained at all times. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available. For safety reasons hot water is not available in children's toilet areas.

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.

Where permitted by the DES or its appointed agencies (e.g. Medmark) 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.

Slippery Floors

It is the policy of the Board of Management of Scoil Naomh Cualán 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.

Smoking

It is the policy of the Board of Management of Scoil Naomh Cualán that the school and school grounds shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. This rule is also applicable in the case of electronic cigarettes or other such devices.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff members are asked to take any measures immediately necessary to ensure **their own safety** and that of others so that it may be removed as soon as possible.

Visual Display Units/ Interactive Whiteboards

It is the policy of the Board of Management of St Scoil Naomh Cualán 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/ Interactive Whiteboards will be studied and recommendations and directives implemented. As a rule of thumb, should

use of these appliances cause the operator any concern or discomfort, use should cease immediately.

Infectious Diseases

It is the policy of the Board of Management of Scoil Naomh Cualán 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.

First Aid

It is the policy of the Board of Management of Scoil Naomh Cualán that a member of staff shall be trained to provide First Aid to staff and pupils. Staff members will be encouraged to avail of First Aid Training as part of CPD and BOM will fund this.

At the time of ratification of this current policy (at the beginning of the school year 2015-2016) all teachers, SNA's and the school secretary have undergone certified training in First Aid and the school is very grateful to Christina O' Dwyer who has facilitated this training.

(1) Notices are posted adjacent to the phone in each school detailing:

- * arrangements for giving first aid,*
- * location of first aid boxes,*
- * procedure of calling ambulances etc.....,*
- * telephone numbers of local doctor, Gardaí, Hospital.*

(2) Any incident which gives rise to concern by a member of staff should be recorded in the Incident Report Book and reported to class teacher/ principal/parent(s) as deemed necessary.

The Staff 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*
- * Tape*
- * Antiseptic wipes*
- * Cotton Bandage*
- * Water -based burn gel e.g. Hydrogel*
- * Scissors*
- *Ice packs*

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/her nominated agent and shall mark such hazard with warning signs or other suitable protection.

Grass Cutting Safety Guidelines:

Grass will be cut and edges trimmed as required from Spring until Autumn.

In the interests of safety personnel operating grass cutting equipment will have completed a grass-cutting course.

Grass cutting personnel will be familiar with the grass cutting machines, use all recommended safety equipment and operate machines safely at all times.

Persons engaged in grass cutting will allow no one else on the premises while the grass cutting machines are being operated.

Personnel engaged to perform grass cutting will not allow anyone else to operate the machines while on the school premises.

These safety guidelines in relation to grass cutting will be reviewed on an annual basis.

Road Safety/ Collecting Children

(1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.

(2) Parents/ Guardians/ Childminders are advised to drive slowly in the vicinity of the school and to be alert to the possibility of the sudden/ unexpected appearance of a child when collecting or dropping off children.

(3) Those parking outside the school grounds are advised to keep the area outside the school gates (and up as far as the pole on the senior school side of the road) free of cars at all times and to accompany children to and from the school premises.

(4) Parents are requested to constantly remind their children of the importance of Road Safety and to demonstrate good practice at all times when collecting/ dropping off children. They are requested to affirm any road safety homework which children may have.

(5) Any person authorised to collect children must be identified and notified to the Principal or teacher of such child/children

(6) Due to the fact that our school is now located in a dual campus situation with a road separating the two buildings, it is imperative that pupils and staff follow the School Road Safety Drill on every occasion where it is required to cross from one building to another.

7) Pupils in the senior school should be encouraged to use the new safety walkway whenever possible when entering or exiting the school to minimise exposure to traffic. This walkway should assist parents in collecting children and reduce the need for some drivers to park in the immediate vicinity of the school.

Revision Of This Safety Statement

This statement shall, from time to time, be revised by the Board Of Management of Scoil Naomh Cualán 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:

Chairperson: _____

Date: _____

Principal: _____

Date: _____

Safety Officer: _____

Date: _____

Safety Officer: _____

Date: _____

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

Original statement prepared in September 2004 by representatives of the Board of Managements in former schools, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 1989 .

This version updated by BOM as detailed above and was ratified by the Board of Management of Scoil Naomh Cualán on: 05.10.2015

This Statement is open for review at the discretion of the Board of Management as required.