

# School Safety Statement- January 2020

## STATEMENT ON GENERAL POLICY

The Board of Management of St. Brendan's Boys P.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989. This Safety Statement sets out the Safety Policy of The Board of Management of St. Brendan's Boys P.S. and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

## POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF ST.BRENDAN'S BOYS PRIMARY SCHOOL

The Board of Management of St. Brendan's Boys P.S. 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 operated 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.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of St. Brendan's Boys P.S. 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 St. Brendan's Boys P.S. 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 otherwise, 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 St. Brendan's Boys P.S. to consult with staff in preparation and completion of hazard control forms (where applicable), 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.

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. Corridors
- 3. Shelves
- 4. Internal Floor Coverings incl. mats
- 5. Play Areas incl. Secret Garden
- 6. Gas tanks
- 7. Trailing leads

8. Computers
9. Guillotine
10. Projectors
11. Fuse Board
12. Electric kettles
13. Boiler house
14. Ladders
15. Excess Gravel on school yard
16. Protruding units and fittings
17. Flat roof of hall and flat roof of school
18. External store to be kept locked
19. Slabs around perimeter of school
20. Windows opening out
21. Loose Tiles and Cladding Materials
22. PE Equipment
23. Goal Posts
24. Grassy Playing Surfaces

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 manufacturer's 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) Washing of floors will where possible be kept to times outside of school hours. Mats will be placed inside doors to minimise the carrying of moisture into the school on the shoes of the children making corridor surfaces slippery and at toilet block doors.
- (g) Corridors will be kept clear of any furniture that may impede escape from the building or a hazard to children or staff.
- (h) Shelves should be kept neat and tidy in order to minimise the danger of items falling and causing injury. Furniture, floors, shelving, apparatus and fittings will be inspected annually. Teachers should bring any concerns to the attention of the principal or safety officer. Any storage above LS/Sensory room to be done in consultation with caretaker.
- (i) Mats in the school will be monitored and must be in good general condition. Sunken mats need to be level with the ground so as not to cause a trip or fall hazard. Tears in carpets and joins in flooring should be maintained and fixed for similar reasons. Any concerns in relation to these should be brought to the attention of the principal or safety officer.

- (j) Leaves and branches from trees on school grounds shall be cleared from school yard on regular basis by school caretaker.
- (k) The boys will be made aware of their own play areas at lunch time and asked to stay with their class or children of similar age. Hazards in the play areas should be brought to the attention of the principal or safety officer. Basketball poles are padded to ensure safety
- (l) Tears in the carpet area should be addressed to avoid trip hazards.
- (m) The concrete paved areas must be monitored for settlement which may cause a trip hazard. Concrete areas must be kept clean. Moss or algae build up should be avoided as this can make surfaces very slippery. Leaves should be cleared from play surfaces as often as possible. Drains should be kept clear to avoid a build-up of water in play areas.
- (n) Pupils are not allowed to bring glass bottles or containers into the school. Remove broken glass immediately on discovery and highlight areas for pupils to stay clear of.
- (o) The Secret Garden should always be checked by staff member ahead of use.
- (p) Gas tanks will be fenced off and children will not be allowed in this area.
- (q) Teachers should be mindful of the positioning of leads in the classroom and should look to reducing the hazard they cause as much as possible. Where leads are crossing areas of traffic, mats should be placed over them.
- (r) Guillotines/laminators will only be used by teachers, SNA's or other adults.
- (s) Electric kettles will only be used by adults or under the supervision of a teacher or SNA. Protective cover to be used on burco boiler when pupils using staff room for cookery lesson.
- (t) Ladders should only be used when a second person is available for support or by our caretaker who has special training.
- (u) Storage areas with equipment or chemicals that may be harmful will not be accessible to children.
- (v) When opening classroom windows, teachers should opt to open high windows that children are not in danger of running into.
- (w) Roof surfaces should be inspected and checked in so far as is possible from ground level on a regular basis to ensure that there is no risk of loose tiles falling into children's play areas.
- (x) PE equipment will be inspected on a regular basis and deemed fit for purpose. Teachers are responsible for the safe storage and stacking of equipment. Teachers should make the principal or safety officer aware of any concerns in relation to PE equipment. Goal posts will be anchored and checked on a regular basis to ensure they are secure and do not pose a threat to children or staff.
- (y) Refuse will be removed from the classrooms daily and from the school on a regular basis by the caretaker.
- (z) Trees on the school grounds are maintained on an annual basis in removing low branches and taking off dangerous height from older trees.

### **CONSTANT HAZARDS**

It is the policy of the Board of Management of St. Brendan's Boys P.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons or under the supervision of such persons in an educational setting. Such appliances and equipment will be subject to regular maintenance checks.

## **FIRE**

All cooking, baking and food preparation involving pupils are carefully supervised by teachers and cooking implements are supplied to pupils only when deemed appropriate. Food hygiene and safety concerns to be referred to Helen Kirwan who has trained in this area.

It is the policy of the Board of Management of St. Brendan's Boys P.S. that:

- (a) 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.
- (b) The principal will ensure that fire drills shall take place biannually.
- (c) Fire alarms shall be clearly marked.
- (d) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (e) 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 – Principal will see they are free of obstruction.
- (f) A plan of the school shows assembly points outside the school.
- (g) Assembly areas are designated outside each building, and the locations specified.
- (h) Exit signs shall be clearly marked.
- (i) All electrical equipment should be switched off when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/principal, as appropriate, are responsible for the office. Staff room is every teachers' responsibility. Cleaner to check when cleaning.
- (j) Principal shall be responsible for fire drills and evacuation procedures.
- (k) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

## **CHEMICALS**

It is the policy of the Board of Management of St. Brendan's Boys P.S. 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 place inaccessible to children, and protection provided to be used when handling them.

## **DRUGS AND MEDICATION**

It is the policy of the Board of Management of St. Brendan's Boys P.S. that all drugs, medications, etc be kept in a secure cabinet, at a level out of reach of small children and used only by trained and authorised personnel.

Any necessary training will be provided by staff by the Board of Management. Medication will be kept in a central location in the school with directions on the needs and use of this medication kept with it. Information on children with serious illnesses that temporary/substitute staff may need to be made aware of will be kept in their classroom along with a photograph of the child in question. A member of staff will be designated to inform any temporary/substitute staff on the occasion of the absence of the class teacher.

## **WELFARE**

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

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. Any taps using hot water supply to be clearly labelled and monitored by caretaker.

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.

## **HIGHLY POLISHED FLOORS**

It is the policy of the Board of Management of St. Brendan's Boys P.S. 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, 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.

## **CODE OF DISCIPLINE**

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

## **SMOKING**

It is the policy of the Board of Management of St. Brendan's Boys P.S. 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 so that it may be immediately removed.

## **VISUAL DISPLAY UNITS**

It is the policy of the Board of Management of St. Brendan's Boys P.S. 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 implement.

## **INFECTIOUS DISEASES**

It is the policy of the Board of Management of St. Brendan's Boys P.S. 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 cleanliness, hygiene and disinfection within the school 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 St. Brendan's Boys P.S. that a member of staff shall be trained to provide First Aid to staff and pupils.

- (1) Notices are posted outside office detailing:
  - a. arrangements for giving first aid
  - b. location of first aid boxes
  - c. procedure of calling ambulances etc.
  - d. telephone numbers of local doctor, gardaí, hospital
  - e. medical conditions of pupils in the school that require special care ( Folder)
- (2) Incidents on the yard where children are given first aid of a minor nature will be noted by the teacher who attends to the child. Head injuries will be attended to and parents will be notified with a phone call or with an informal meeting at the child's collection time. Any incidents that are deemed to be of a serious nature should be brought to the attention of the principal to allow for an assessment of a future risk to other children. Hazards on the yard or in any other school areas should be brought to the attention of the Safety Officer for assessment and attention to the hazard.
- (3) All incidents, no matter how trivial 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.

A staff representative 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
- Disinfectant (e.g.) Savlon
- Eye wash
- Cotton Bandage
- Antiseptic wipes
- Scissors
- First aid chart
- Ice Packs

Disposable gloves must be available to staff at all times in administering First Aid

School policy of administering of medicines outlines that any creams or medicines can only be administered with parental consent.

### **ACCESS TO SCHOOL**

With new security access systems ( 2019) provided by the BOM, 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 and sign in at reception

Parents who are collecting/dropping children call to the office and sign children in and out there.

Any contractor must make direct contact with the principal or vice principal in their absence 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.

School gates shall be closed during break times and out of school hours.

### **COLLECTING/DROPPING CHILDREN**

- (a) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (b) Parents are asked not to drive into the staff car park when dropping children in the morning. This does not include buses and taxis servicing the school.
- (c) Children are the responsibility of parents until they enter the school grounds and only after 9:10a.m. when supervision is provided by teachers. Children are not permitted inside the school premises before the school bell rings unless with the specific permission of the principal. It is the responsibility of parents to ensure children are

collected from school at 3:00p.m. Supervision will be provided to ensure the safety of children while leaving the school grounds.

- (d) Children being collected within school hours will have to be signed out by an adult at the secretary's office with the sign out book provided. Children will then be collected from their classroom by a member of staff.
- (e) Those parking outside the school grounds are advised to accompany children to and from the school premises.

### **Development**

This policy was developed through staff consultation in October/November 2017 following advice from Allianz Insurance visit to school that year.

### **REVISION OF THIS SAFETY STATEMENT**

This statement shall be regularly revised by the Board Of Management of St. Brendan's Boys P.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Last review – January 2020

Signed on behalf of the Board of Management:

Chairman: Pat Teehan Date: 28<sup>th</sup> January 2020

Principal: Niall Crofton Date: 28<sup>th</sup> January 2020

Safety Officer ( BOM ) : Dominic Plunkett Date: 28<sup>th</sup> January 2020 Nominee of BOM

Safety Officer ( Staff): Damien Cunningham Date: 28<sup>th</sup> January 2020 Nominee of staff

Prepared by safety officers, in consultation with parents and school staff in accordance with the safety, Health and Welfare Act at Work Act 1989

Chairperson of P.A Karen Mooney

Chairperson BOM Pat Teehan



