

Safety Statement
Of
St. Margaret's National School

Signed:

Chairperson of the Board of Management.

Date:

Policy Statement

This policy sets out the policy of St. Margaret's National School and specifies the arrangements made and the resources provided to achieve that policy.

Our objective is to provide a safe and healthy environment for all employees and to meet our duties to pupils and members of the public who may be affected by our operations.

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role in the overall arrangements for health and safety in our premises.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of St. Margaret's National School

1. The members of the Board of Management of St. Margaret's N.S. are Ms Mary Flood – Chairperson, Mr Garry Madigan – Treasurer.
Other Board members:
Mr Michael Mooney, (Principal) Rev. Gabriel O'Dowd,
Ms Rosarie Bean Uí Bhroin, Mr Andre Cooper & Ms Liz Rooney.
2. The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 (General Applications Regulations 2007) are applied.
3. Specifically, the Board of Management wishes to ensure so far as is reasonable practicable:
 - a) The design, provision and maintenance of all places in a condition that is safe and without risk to health
 - b) The design, provision and maintenance of safe means of access to and egress from places of work
 - c) The design, provision and maintenance of plant and machinery
 - d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
 - e) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
 - f) The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees
 - g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees
 - h) The preparation and revision as necessary of adequate plans to be followed in emergencies eg. Fire drill, injuries etc.
 - i) The safety and prevention of risk to health at work in connection with use of any article or substance
 - j) The provision and maintenance of facilities and arrangements for the welfare of employees at work
 - k) Obtaining where necessary, the services of a competent person for the of ensuring the safety and health at work of its employees
 - l) The continuing updating of the *Safety Statement*
 - m) The provision of arrangements for consultation with employees on matters of Health and Safety
 - n) The provision of arrangements for the selection from amongst its employees of a representative. Ms Rosarie Bean Uí Bhroin has been selected from amongst the employees as Safety Representative

- 4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and to the public. Mr Andre Cooper has been selected as the safety officer on behalf of the Board of Management.
- 5 The Board of Management of St. Margaret's N.S. undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 2005 (General Applications Regulations 2007) are adhered to.
- 6 A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of St. Margaret's N.S. and the requirements under the Safety, Health and Welfare at Work Act, 2005 (General Applications Regulations 2007).

Duties of Employees:

- 1 It is the duty of every employee while at work:
 - a) To take reasonable care for his / her own safety, health, 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 use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while 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
2. 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.

Consultation and Information:

It is the policy of the Board of Management of St. Margaret's N.S.:

- To consult with staff in preparation and completion of the Health and Safety Statement
- To give a copy of the Safety Statement to all present and future staff
- That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards:

Some hazards can be rectified but others remain constant. The Hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

Specific Hazards:

1 Fire

It is the policy of the Board of Management of St. Margaret's N.S. that:

- I. There is an adequate supply of fire extinguishers which will deal with any type of fire
- II. All fire equipment is identified and regularly serviced
- III. Regular Fire Drills take place at least once a year
- IV. Instruction is given in the use of Fire Extinguishers for specific materials/equipment
- V. Fire alarms are clearly marked
- VI. Signs will be clearly visible to ensure visitors are aware of exit doors
- VII. An assembly area is designated outside the building – ie. The basketball court
- VIII. Ms Rosarie Bean Uí Bhroin is responsible for fire drills and evacuation procedures

2 Hazards

- I. Uneven surface on yards and concrete areas around the school
- II. Main fuse board in No 4 classroom and new switch box in new storeroom.
- III. Boiler houses – old and new
- IV. Computers and other electrical appliances
- V. Trailing leads
- VI. Photocopiers (2)
- VII. The Parish Hall and journeying to and from same
- VIII. Physical Education and games classes in the school grounds
- IX. Swimming lessons and journeying to and from same
- X. Cookers, kettle and fridge etc. in staffroom.
- XI. Convector heaters
- XII. Ladders
- XIII. Lawnmower and garden tools
- XIV. Shredder
- XV. Pupils chairs when placed on tables for cleaning purposes
- XVI. Container used for storing tools, bins etc.
- XVII. Machinery connected with school cleaning
- XVIII. Broken glass in yard
- XIX. Ice/snow on footpaths

Constant Hazards:

1 Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of St. Margaret's N.S. 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.

2 Chemicals

It is the policy of the Board of Management of St. Margaret's N.S. that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in the old store room. Small amounts of domestic detergents may be in staff areas for daily use.

3 Drugs, medications

(see attached Policy on Administration of Medicines)

4 Green Container

It is the policy of the school that the container is kept locked at all times and is only accessible by authorised adult staff.

5 Code of Discipline

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

6 Access to employees is by consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

7 First Aid and its administration.

It is the policy of the Board of Management of St. Margaret's N.S. that:-

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Elastoplast plasters
- Wasp eze
- Tape
- Disinfectant e.g. savlon
- Eye lotion e.g. optrex
- Antiseptic cream
- Cotton bandage
- Cream for First Aid treatment of burns
- Antiseptic wipes
- Scissors
- First Aid chart
- Rescue Remedy

Disposable gloves must be used at all times when administering First Aid. Hot water and soap will be available and should be used before and after administering First Aid.

Ms Catherine Darmody is responsible for replenishing same.

The main First Aid box is kept clearly visible in the office. There are also smaller First Aid boxes available.

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor must make direct contact with the Principal, or deputy principal before initiating any work on the school premises. The contractor's insurance must be submitted to the school authorities.

It is the policy of the Board of Management of St. Margaret's N.S. to minimise sound pollution – room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked storeroom. All the above substances must be clearly and accurately labelled at all times.

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Arrangement will be made to ensure the protection of staff from violent or disturbed children.

CONCLUDING COMMENT:

This safety statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or update at a future date so as to comply with any changes in conditions.

