



Scoil Náisiúnta **Tobar Mhairéide**

Environmental Health & Safety Statement of St. Margaret's National School

Signed:

Chairperson of the Board of Management

Date:

EHS 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.

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 Michael Mooney – Treasurer.
Other Board members:
Ms Gráinne Noone,(Acting Principal), Deirdre South, Liz Rooney, Mary
McManus, Seán Costello, Tara Kearney.
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 and the SHWW (General
Applications) Regulations 2007-2020 are applied.
3. Specifically, the Board of Management wishes to ensure so far as is reasonably
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, with all
foreseeable hazards associated with our activities reduced or eliminated
 - 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 e.g. 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
ensuring the safety and health at work of its employees
 - l) The regular updating of the Safety Statement in line with both school and
statutory legislative changes
 - 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 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.
- 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 and the SHWW (General Applications) Regulations 2007-2020 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 and the SHWW (General Applications) Regulations 2007-2020.
- 7 The current Covid-19 viral pandemic requires additional safety controls to help contain the spread of the virus. In line with The Department of Education and Skills' Covid-19 Response Plan for primary schools, an assessment has been carried out and the advised precautions implemented. The BOM and all school staff are responsible for the implementation of this plan.

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 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.

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 this Environmental Health and Safety Statement
- To give a copy of the EHS 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 mounted at correct height on walls 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 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 Covid 19 requirements, exit doors and emergency routes
- VII. An assembly area is designated outside the building – i.e. The Basketball Court
- VIII. All Staff are 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 with fitted fire suppression unit
- 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
- Defibrillator mounted in the Staff Room.

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.

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

8 Security

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises if necessary. At present due to the Covid 19 controls access to the premises is on a need only basis. 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.

9 Noise

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.

10 Hazardous Substances

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.

11 Manual Handling

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.

12 Violence

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

13 Special Hazards – Covid-19 viral pandemic

A Covid-19 Response Plan has been implemented on site. Safety measures put in place include:

- Completing a risk assessment to identify new control measures needed
- Assigning responsibilities, including appointing a Lead Worker Representative (LWR) and a deputy LWR to implement Covid-19 safety measures, promoting good hygiene and social distancing
- Obtaining a Return to Work form from all staff
- Identifying persons in the high-risk group, and implementing appropriate controls to ensure their safety

- Providing induction training to staff, contractors, etc
- Notifying parents/guardians of new protocols
- Displaying signage on hand-washing and social distancing
- Providing hand sanitising supplies/stations
- Providing face masks/shields to staff where necessary
- Adapting the school to facilitate social distancing, in so far as possible
- Giving special consideration to children with special needs, and working with parents/guardians to facilitate these needs
- Removing unnecessary clutter to facilitate ongoing cleaning
- Checking building equipment (mechanical ventilation, water system, etc) to ensure good working order
- Cleaning all desks, chairs, doors and frequent touch points prior to school reopening after lockdown
- Implementing appropriate ongoing cleaning regimes for equipment, books, sports equipment, toys, etc.
- Providing instruction on procedure to be followed if someone develops signs of Covid-19 during school time
- Limiting visitors to the school premises, and maintaining a Contact Log of staff and pupil contacts
- Maintaining records of actual and suspected cases of Covid-19
- Keeping up-to-date with government advice and legal requirements regarding the Covid-19 viral pandemic

CONCLUDING COMMENTS:

This EHS 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 updated at a future date so as to comply with any changes in conditions.

As Covid 19 is now a potential hazard to all our staff, pupils and the local community we will do all that's reasonably practical to control the spread of the virus by adhering to current government guidance and departmental protocols as well as local on-site measures in hygiene and disinfectants.

Risk Assessments.

<u>Hazards</u>	<u>Risks</u>
Slips	M

Controls

Ensure floors are as clean & dry if possible. Report any slipping problem immediately. Monitor outside access paths with slopes and keep clean.

Trips & Falls	M
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Always ensure you keep any recognised walkways & access routes clear while carrying out your duties. Rectify any tripping hazard or report it immediately. Ensure all equipment is stored in a secure area away from all traffic routes.

Equipment	M
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Ensure all are trained in the safe use & maintenance of machinery used.
Malfunctions: A competent person must repair any damaged equipment immediately. Any protective covers /guards must be in place at all times.

Electrical leads &	M
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Ensure equipment is in good repair to eliminate any electrical hazard. Keep leads / equipment away from walk routes. Tape down leads if necessary to reduce the risks during normal hours. Repair or replace damaged cables/equipment promptly.

Noise	L
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All must wear protection should they need to work in any area where noise above 85 dbA is generated by equipment. Exclude others not involved.

Access doorways	H
Ensure doorways are not blocked during school hours even momentarily. Routes must be clear in the event of an emergency.	

<u>Hazards</u>	<u>Risks</u>
Ladders	H

Where any ladders are in use the ladder must be in perfect condition and attended from below if children are on the premises. If used for access the ladder must extend at least 1 meter above the step off point and not be left untied / unattended.

Scaffolding & Towers	H
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Should this equipment be needed *it must be erected by a competent person*. Any platform must be fully boarded, have proper handrails and toe boards. Scaffold towers must be climbed from within. Brakes on individual legs are to be applied while working and stabilisers used where necessary. Equipment should be removed from the top level prior to relocating in a new position and persons dismount the structure. It will require additional means of keeping children away / prevent climbing.

Transport L - M

Traffic will be restricted to outside the school boundaries and adhere to local signage and rules of the road.

Emergency situations H

Ensure everyone is aware of the procedure for fire & emergency evacuation in each area they attend. Ensure that the Staff are aware of the presence of third parties, parents etc on the premises at all times in case of emergencies.

Dust L

All areas will be vacuumed to minimise dust levels during regular cleaning. Mix powder paints carefully. Any person with previous experience of dust allergies, asthma etc, must take sufficient precautions so as to eliminate any respiratory difficulties.

Hazards Risks

Manual Handling H

All staff will receive instructions on correct lifting techniques. Tables with casters will be used where possible to move audio equipment or assistance given from a comrade. No object is to be lifted without assessing the load.

Lifting bins M-H

Assess each bin prior to lifting and remove some material if heavy or difficult.

Wind/Adverse weather M

When outside regard should be given to high winds, heavy rain, snow and other adverse conditions which could have an effect on the staff or pupils. Alternative areas may be found indoors or in a sheltered location to continue breaks.

Unfamiliarity to Job H

All staff must be familiarized by an experienced teacher or the principal teacher

Chemicals M/H

Material Safety Data Sheets will be provided by our suppliers for all cleaning products being used. Those using chemicals should be made familiar with them prior to use and be aware of dangers of mixing cleaning agents with other chemicals. The chemical store must be locked and secure.

Static L

Equipment should have sufficient earthing to eliminate static discharge following movement in classrooms.

Hazards Risks

Spontaneous combustion L

Do not underestimate the likelihood of fire from cleaning cloths. Ensure all cleaning equipment is stored in the approved lock up area.

Unclear procedures M

Ensure any maintenance programmes are clear & precise. Have programmes typed out where possible to facilitate a step by step follow through.

Floor maintenance H

Experience necessary and only out of school hours. Wear necessary PPE and do not smoke in the area

Time Restriction L

Ensure sufficient time is allocated to a given task to eliminate errors, personal injury, conflicts and ill health.

Window cleaning M

Work from the ground using extension handles. Use a suitable platform to reduce the risk of falls. Never lean a ladder on any unstable or fragile surface.

Eye Injuries M

Ensure the perimeter of the play areas / garden area are trimmed back on a regular basis to eliminate the risk of protruding branches at eye level for pupils and teachers.

Hazards Risks

Overhead hazards M

No work should be carried out overhead or where there is a danger of objects falling on to a person or pupil during school hours.

Roof work H

Only contractors with suitable experience /competence will be assigned to roof work involving risks.

Step ladders. M

All steps must be fully extended before use and stays must be in good condition. On no account is a steps to be used folded and leaning on anything

Untidiness H

Be conscious of pupils when carrying out your duties. Ensure all items are returned to their correct positions / place after use.

Slips, trips & falls M – H

Ensure pupils belongings, i.e. bags, coats and footwear are safely located during School hours. Clean up any accidental spillage immediately. When washing / cleaning floors ensure signs are used to warn others.

Thumb tacks on floor M – H

Use another means of securing notices on the notice boards or provide doors to prevent a tack from falling on to the floor.

Hazards Risks

Traffic issues M – H

All parents' cars are restricted to the front of the school for collections. When hiring a bus for field trips only experienced licensed coach hire is considered.

Loose window blinds M

Ensure where wind conditions are strong that windows are closed to minimise the adjustable blinds from striking a child at eye level.

Trailing leads M

Refrain from having trailing leads crossing any traffic route. Where multimedia are in use ensure the leads are safe and the unit in a stable location.

Overreaching H

Provide a stable step to gain access to higher shelving.
No overreaching activity above eye level should take place.

Falling items M- H

Secure all items, which have a possibility of falling on to a pupil. Review shelf storage Stacking arrangements in all areas.

Fire M – H

Maintain the Fire detection system and evacuation drills on a regular basis ensuring that documentary evidence is maintained where possible. Remove any combustible waste daily from all areas and dispose of. Store combustible materials away from general areas and sunlight. Prohibit smoking in all areas. Check plugs and electrical connections on a regular basis and repair if necessary.

Ensure heaters are disconnected after use and areas checked before lock up. Ensure the boiler room areas does not become a store room for redundant files, equipment and other items. Try to do a 6 month clear out as necessary. Use as low a fuse as possible in plugs, i.e. 3-5 amp rated. Fire extinguishers should be maintained annually.

Cuts from glass M

All glass at low level will be of the toughened type and have a visible line if the likelihood of anyone not seeing it is evident. Only plastic bottles and receptacles will

be used. The only exception will be medicinal receptacles which will be securely stored at all times.

Concrete areas **M**

Trips and falls are minimised by ensuring all areas are maintained, ramped where necessary and wheelchair friendly. During frost be aware of slip potential on wheelchair ramps and treat as appropriate.

Water / Ice **M- H**

All access routes will be maintained during winter months and any slip hazard addressed as observed particularly at the main doors.

Uneven surfaces **M**

Check grassed areas are reasonably level and any sudden undulations or holes are attended to during normal ground keeping schedules.

Medication **M-H**

Teachers will be aware of and capable of giving assistance to any pupil with specific needs following parental discussions. Any training including first aid will be provided where necessary to allow suitable assistance in administration of medicines.

<u>Hazards</u>	<u>Risks</u>
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Non communication	L
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It shall be the responsibility of all staff and board members to relay without delay any potential hazard observed or reported to them and rectified without delay.

Sudden falls at PE **M-H**

Staff will attend activities where the younger children have a high risk of overbalancing and mats may be used to minimise injury potential. A common sense approach is necessary to build the individuals child's confidence in a safe manner.

Unpredicted actions **M-H**

Pupils with special needs identified shall be attended by a care teacher at all times where a slight risk is evident.

Poor hygiene M-H

Adequate facilities to wash, provision to disinfect any spillages. Provision for the containment and disposal of waste material by licensed removal companies. Covid 19 measures are in place.

Finger traps H

All main access doors are fitted with hydraulic restraints to minimise any catch potential from a swinging door. The school will reassess for finger trap potential.

Chair Stacking M

Keep stack heights to approximately 6 - 7 high to reduce overturn hazard.

<u>Hazards</u>	<u>Risks</u>
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Abuse / Abduction	M
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All pupils will be monitored during breaks and must be collected by a parent or guardian when leaving a class outside normal hours by pre arrangement with the school. When on assignments / field trips a sufficient number of adult supervision is needed. A strict no bullying or violence program will be implemented in our school.

Grass cutting	M
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Use suitable equipment in good order with an experienced person in control outside hours or during class time. Wear the necessary PPE for the work in hand. Never clear a blockage when equipment is running. Store in a secure lock up

Loose fencing	M
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Keep all perimeter fencing in reasonable order and fix any loose protruding ends when they occur.

Green Areas / Garden	M
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The areas are not a hazard for normal day to day activities. The raised beds area is not a playground and children will be asked to act appropriately in these areas.

Inspection covers

M-H

Review any inspection chambers on a yearly basis to ensure proper coverage with no obvious damage or trip hazards.

COVID-19 – Risk Assessment – High Risk**HAZARDS**

Contracting Covid-19 virus or exposing others to the virus

RISK ASSESSMENT

High exposure risk

CONTROL MEASURES

Activity	Hazard	Control Measures
Teachers/employees travelling to and from school	Covid-19 contact	<ul style="list-style-type: none"> One person per vehicle preferably. If 2 or 3 people per vehicle, they must sit as far apart as possible; the same people to travel together to reduce contagion. Avoid stopping at any other locations or shops in so far as possible.
Pupils travelling to and from school	Covid-19 contact	<ul style="list-style-type: none"> Parents given information and guidance on travel, drop off protocol, social distancing from other families, etc
Teaching/working/learning in school premises and yard	Covid-19 contact	<ul style="list-style-type: none"> Follow safety instructions pertaining to Covid-19 and social distancing given in the return-to-work Induction, by the Lead Worker Representative and by your Supervisor Appropriate PPE to be worn by adults at all times Hand washing to be carried out frequently during the day, hand sanitisers to be used between hand washing Maintain social distancing whilst moving around classrooms, in corridors and toilets, on pathways etc Desks/workstations to be rearranged to comply with social distancing in so far as possible Workstation surfaces, keyboards etc to be kept tidy and regularly wiped with disinfectant Door handles, light switches, heating and alarm panels, stair rails etc to be disinfected regularly Teachers to guide and assist pupils with hand hygiene, social distancing, moving from classrooms to yard, etc.
Handling teaching equipment, office machinery, sports equipment, toys, etc	Covid-19 contact	<ul style="list-style-type: none"> To be used by one person only, in so far as possible Equipment to be thoroughly cleaned at least once per day and before a change in user.
Rest breaks	Covid-19 contact	<ul style="list-style-type: none"> Rest breaks will be staggered Hands to be washed before eating or drinking Employees are advised to avoid groups in the staff room and to return to their vehicle for breaks where possible Employees and pupils to follow instructions regarding the number of people permitted entry to toilets at any one time

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Activity	Hazard	Control Measures
Meetings between school staff, with parents or visitors	Covid-19 contact	<ul style="list-style-type: none"> • Face to face meetings to be avoided whenever possible • Mobile phones or tablets to be used when possible for meetings via Zoom or similar • Meetings in person to be restricted to limited numbers of people, all complying with social distancing, outdoors if possible, and with windows and doors open if meeting must be held indoors • Meeting duration to be kept as short as possible • Appropriate PPE to be worn
Deliveries	Covid-19 contact	<ul style="list-style-type: none"> • Delivery times and locations to be pre-arranged • Where possible, delivery driver should remain in the vehicle. If this is not possible drivers must wash or clean their hands before opening the load and unloading goods and materials. • Paperless delivery acceptance arrangements to be put in place whenever possible
Cleaning regimes	Covid-19 contact	<ul style="list-style-type: none"> • Enhanced cleaning procedures to be followed to prevent cross-contamination, particularly in communal areas and at touch points such as door handles, taps, keyboards and equipment controls, etc. • Touch points to be cleaned regularly and before being touched by another user • Cleaning cloths and wipes to be disposed of carefully to prevent cross-contamination
During school time: Employee or pupil displaying symptoms of Covid-19	Spread of Covid-19	<ul style="list-style-type: none"> • Affected individual to be isolated in designated isolation area, wear a mask if possible and appropriate • If the individual is a pupil, the parents/guardians to be contacted immediately • An assessment of the incident to be carried out and determine further actions necessary, as per official guidance from HSE and the Dept of Education • Appropriate cleaning of the isolation area to be carried out once vacated
Outside of school time: employee or pupil having symptoms consistent with Covid-19 or being a known close contact with a confirmed or suspected case	Spread of Covid-19	<ul style="list-style-type: none"> • Employee / pupil to stay away from school, self-isolate and contact their GP by phone. Then notify the school.

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Activity	Hazard	Control Measures
Employee's return to school after exposure to Covid-19	Spread of Covid-19	<ul style="list-style-type: none"> • Employee's return to work may only take place when they are symptom free and: <ul style="list-style-type: none"> ○ 14 days since last 'close contact' with confirmed / suspected case, and they have not developed symptoms in that time, or ○ 14 days since the onset of their symptoms and 5 days since their last fever, or ○ They have been advised by a GP to return to work

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