

## **Safety Statement for Ballinacarriga National School**

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 and **staff Safety Officers (Ailish Kelly)**. 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 Ballinacarriga NS 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 (across a road)
- Plant and Machinery shall 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 as to ensure the health and safety at work of its employees
- Plans for emergencies shall be compiled 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 Ballinacarriga National School recognised that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Ballinacarriga National School (Roll No. 107390) 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 the employed while at work to:

- (a) 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) Co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of relevant statutory provisions
- (c) Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or the thing provided (whether for his/her lone use or for the use by him/her in common with others) for securing his/her safety, health or welfare at work
- (d) 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 of 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 health, safety and welfare at Work Act 1989).

### **Consultation and Information**

It is the policy of the Board of Management of Ballinacarriga NS to consult with staff in preparation and completion of hazard control forms, 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 Ballinacarriga National School that:

1. 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.
2. The Safety Officer shall be responsible for fire drills and evacuation procedures
3. The Safety Officer will ensure that fire drills shall take place at least once a term and these drills shall be documented in the minutes of the BOM meetings.
4. Fire alarms shall be clearly marked.(Responsibility of Management Safety Officer)
5. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
6. 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
7. A plan of the school shows exits assembly points outside the school
8. The Assembly area is designated outside the building, an alternate assembly area is designated at the back of school if the front of school is unavailable.
9. Exit signs shall be clearly marked
10. All electrical equipment shall be switched off at the wall every day (excluding fridge). All electrical items shall be left unplugged when unattended for lengthy periods. 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.
11. 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. These are more particularly list in the Schedule of Hazards.

1. Wet Floors
2. Trailing leads

3. Computers
4. Fuse Board
5. Electric Kettle
6. Boiler House
7. Ladders
8. Protruding units and fittings
9. External stores (boiler house) to be kept locked
10. Icy surfaces on a cold day
11. Mats in hall
12. Windows opening out
13. The steps at the front of school
14. The stairs
15. Use of the lane to get toys at lunch.

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employees' pages 1-2 of this document)

1. Copies of the 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
2. In addition all such plant and machinery is to be used in strict accordance with the manufactures instruction and recommendations
3. 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
4. All machinery and electrical equipment are fitted with adequate safeguards
5. Precautionary notices, in respect of safety matters are displayed at relevant points
6. Ladders must be used with another person's assistance
7. Discourage use of glass bottles where possible by pupils and staff. Remove broken glass immediately on discovery
8. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings: Board of Management Safety Officer and Staff Safety Representative
9. Check that floors are clean, even, non-slip and splinter proof: Board of Management Safety Officer and Staff Safety Representative
10. Check that all mats are in good condition: Board of Management Safety Officer and Staff Safety Representative
11. Check that wooden beams, benches etc are free from splinters and generally sound by Board of Management Safety Officer and Staff Safety Representative
12. Will check roofs, guttering, drain pipes etc are sound and secure as far as can be seen. Board of Management Safety Officer and Staff Safety Representative
13. Check that manholes are safe: Board of Management Safety Officer and Staff Safety Representative
14. Check that outside lighting works and is sufficient. Board of Management Safety Officer and Staff Safety Representative
15. Check that all builder's materials, caretakers maintenance equipment, external stores etc are stored securely. Board of Management Safety Officer and Staff Safety Representative
16. Check that all play areas are kept clean and free from glass before use: Teachers
17. Check that PE equipment is stacked securely and is positioned so as not to cause hazard: Staff Safety Officer
18. Check that refuse is removed from building each day and is carefully stored outside. Cleaner

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of Ballinacarriga National School that machinery, kitchen equipment and electrical appliances area to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliance**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent and authorised person, (ie): maintenance person, the supplier or BoM. 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
- Follow official guidelines issued by the Health and Safety Authority

### **Chemicals**

It is the policy of the Board of Management of Ballinacarriga National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.(Secretary/Principal/Cleaner) where appropriate. Eg: Plastic gloves.

### **Drugs and Medication**

It is the policy of the Board of Management that all drugs, medications, etc be kept in a high cabinet and to be used only by trained and authorised personnel.

### **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.

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, paper towels and soap and sanitary disposal facilities must be available

Members of staff and students are reminded:

1. 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 effects 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

2. 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 Ballinacarriga National School 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 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 and down steps. Salt and grit will be used when appropriate (continued heavy frost).

### **Smoking**

It is the policy of the Board of Management of Ballinacarriga National School 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.

### **Infectious Diseases**

It is the policy of the Board of Management of Ballinacarriga National School 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 principals of cleanliness, hygiene and disinfection 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 water, soap, towels and a facility for the safe disposal of waste. All classrooms will have access anti-bacterial gel in the case of an emergency.

It is the policy of the Board of Management of the school that a member of staff shall be trained to provide First Aid to staff and pupils. The current nominated staff members are Claire Nagleand Stella O'Driscoll.

1. Notices are posted in office detailing:

- Arrangements for giving first aid
- Location of first aid boxes
- Procedure of calling ambulance etc
- Telephone numbers of local Doctor, Gardai, Hospital

### **Yard Safety**

Significant incidents and all head injuries will be recorded on the Incident report forms. Incident report forms shall be kept in the first aid cabinet and when filled out will be given to Catherine to file correctly.

Teachers will discuss yard safety at each Croke Park meeting with the intention of monitoring yard safety and identifying new hazards or patterns of accidents. These will be addressed as needed.

Claire Nagle and Stella O Driscoll hold a qualification in Occupational First Aid.

Claire Nagle 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 - varying sizes
- Tape
- Gauze swabs
- Triangular Bandages
- Burn gel
- Disinfectant wipes
- Eye wash
- Cotton bandages
- Antiseptic wipes (non-alcoholic)
- Scissors & tweezers
- First Aid chart
- Sterile dressings – varying sizes
- Disposable gloves
- Disposable 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 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. All parent/guardians/ carers must park in the car park opposite the school and are advised to accompany children to and from the school premises.
3. Children must be collected at the school itself if leaving for an appointment.

### **Revision of the is Safety Statement**

This Statement shall be revised annually by the Board of Management of Ballinacarriga National School 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 \_\_\_\_\_

Nominee of BOM

Safety Officer: \_\_\_\_\_ Date \_\_\_\_\_

Nominee of BOM

Policy statement in accordance with the safety, health and welfare at work act 1989.

## HEALTH & SAFETY HAZARDS

Hazard	Severity	Associated Risk	Action Recommended
Steps	Low-Medium	Falling and Tripping	<ul style="list-style-type: none"><li>● Hand rail.</li><li>● Hi-vis / Non slip strip.</li><li>● Signage.</li></ul>
Wooden Picnic Benches	Low	Pinched by folding seats Splintered	<ul style="list-style-type: none"><li>● Replace and treat damaged lats of timber.</li><li>● Check at annual BOM check</li></ul>
Ice on school ground	Low	Falling	<ul style="list-style-type: none"><li>● Teacher on duty, warning child to walk slow.</li><li>● Put cones around slippy area</li><li>● No play at break if necessary</li></ul>
Narrow passage at western end of school	Low	Falling against stone wall	<ul style="list-style-type: none"><li>● Instruction of care.</li><li>● Introduce one way system at breaktime, enter yard through narrow passage, leave through Danny Barry's side</li></ul>
Oil Tank	Medium	Fall against corners Twist exposed valve for tank	<ul style="list-style-type: none"><li>● Fence off area</li></ul>
Third and Fourth	Low	<ul style="list-style-type: none"><li>● Fire – no access</li></ul>	<ul style="list-style-type: none"><li>● Drill to demonstrate exit</li></ul>

Classroom – lack of fire exit door		in case of fire	through window.
Child moving table and chairs	Low	Injury	<ul style="list-style-type: none"> <li>• Supervise.</li> <li>• Help of teachers and classroom.</li> </ul>
<b>Hazard</b>	<b>Severity</b>	<b>Associated Risk</b>	<b>Action Recommended</b>
Area over toilets	Medium	<ul style="list-style-type: none"> <li>• Fire Hazard</li> <li>• Falling</li> </ul>	<ul style="list-style-type: none"> <li>• De-clutter and remove old objects as needed.</li> </ul>
Ladder	Low	<ul style="list-style-type: none"> <li>• Falling on somebody</li> </ul>	<ul style="list-style-type: none"> <li>• Store in shed</li> </ul>
Storage Room	Low - Medium	<ul style="list-style-type: none"> <li>• Falling and Injury</li> <li>• Fire Hazard</li> </ul>	<ul style="list-style-type: none"> <li>• De-clutter and recycle once per term (use sign in sheet)</li> </ul>
Our Lady Statue	Low	Fall causing injury	<ul style="list-style-type: none"> <li>• Safety wire.</li> </ul>
Pancake Tuesday	Low	Burn	<ul style="list-style-type: none"> <li>• Strict supervision</li> <li>• Distance kept for Juniors to 4<sup>th</sup> class</li> </ul>
Shoelace untied	Low	Fall	<ul style="list-style-type: none"> <li>• Reminder to tie laces.</li> <li>• Direction on how to tie laces.</li> </ul>
Stairs	medium	Fall	<ul style="list-style-type: none"> <li>• Supervision</li> <li>• Advice on use of handrail and walking slowly</li> </ul>
Children moving tables and chairs	medium	injury	<ul style="list-style-type: none"> <li>• This is done only with the help and close supervision of teachers or classroom assistants</li> </ul>
Over stacking of chairs	low	injury	<ul style="list-style-type: none"> <li>• The number of stacking chairs stacked on top each other must not exceed 6</li> </ul>
Mats	low	Tripping	<ul style="list-style-type: none"> <li>• To be checked regularly for curly and position and replaced as necessary</li> </ul>
Children opening /closing windows	low	Injury	<ul style="list-style-type: none"> <li>• This must be only be carried out under the supervision of the teacher</li> </ul>



			or SNA.
Cleaning agents and chemicals	Medium	Injury Burn	<ul style="list-style-type: none"> <li>● These to be locked away and only used by adult staff of the school trained in their use</li> </ul>
Wet tiled areas	Low – medium	Slipping	<ul style="list-style-type: none"> <li>● Warning to staff and children, and floors to be kept dry</li> </ul>
Walking on road to church/pitch/lake	Med	Falling, speeding cars, etc.	<ul style="list-style-type: none"> <li>● Always have a ratio of 16:1 children:adult</li> <li>● Walk 2 a breast or in single file.</li> <li>● Draw the children's attention to oncoming traffic by whistle or voice.</li> <li>● When crossing the road, the adult goes first to alert oncoming vehicles.</li> <li>● Children are instructed to walk close to grassy verge.</li> <li>● Children always face oncoming traffic (except for the steep hills between the 4 cross roads on the pitch where it is safer to walk on the footpath &amp; continue on the same side of the road as the pitch to minimise crossing and for visual clarity.)</li> <li>● Hi-vis vest must be at front and back of the line.</li> <li>● Children are discouraged from walking on the curbing near lake.</li> <li>● Children with Special needs are accompanied by an SNA or class teacher and offered help with steps. Parents of these children also have the option of transporting their child up and down to the destination if they feel</li> </ul>

			it is necessary – but they must stay with their child until a teacher arrives at that destination.
Cooker	Low	Burn	<ul style="list-style-type: none"> <li>• Children (jr-4<sup>th</sup>) are not allowed work with the cooker. The teacher transfers dishes to &amp; from cooker.</li> <li>• 5<sup>th</sup> &amp; 6<sup>th</sup> class pupils will be supervised and instructed on safe use of the cooker.</li> <li>• Oven gloves will be provided and must be used.</li> <li>• Cooker must be turned off when finished with.</li> </ul>
Kettle	Low	Scald/burn	<ul style="list-style-type: none"> <li>• Adults only use the kettle.</li> </ul>
Toaster	Low	Scald/burn	<ul style="list-style-type: none"> <li>• Adults only use the toaster.</li> </ul>
Knives	Low-med	Cut	<ul style="list-style-type: none"> <li>• Adults only use knives.</li> </ul>
Microwave	low	The appliance going on fire	<ul style="list-style-type: none"> <li>• Instructions that Microwave must never be switched on when there is nothing inside.</li> <li>• Adult supervision when using microwave.</li> </ul>
Attic	Med	Fall from Staighre	<ul style="list-style-type: none"> <li>• 2 people present while going into attic.</li> <li>• One stays in kitchen, the other goes up ladder.</li> <li>• Storage must be neat &amp; tidy in attic</li> </ul>
Yard Surfacing	Low	Fall from uneven surface	<ul style="list-style-type: none"> <li>• Tarmac company assess repairs</li> </ul>
Drain where teachers park cars	Medium	Damage yard surface if drains blocked	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> Class pupils monitor drains</li> </ul>
Surface over well	Medium	Fall on slippy surface when wet/mucky	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> Class pupils monitor and brush when needed</li> </ul>
Ball on road	Low	Fall/accident with car	<ul style="list-style-type: none"> <li>• Teacher get ball from front</li> </ul>

			<p>yard</p> <ul style="list-style-type: none"> <li>● Teacher supervise pupils getting ball from back yard and on lane</li> <li>● Teacher/SNA supervise 6<sup>th</sup> Class pupils getting ball after break along road</li> </ul>
Railing in yard at front of school	High	Foot getting stuck	<ul style="list-style-type: none"> <li>● Talk to Dermot O Riordan about repairs</li> </ul>
Pillar at soft fall area	High	Children climbing and falling off	<ul style="list-style-type: none"> <li>● Talk to Dermot O Riordan about fencing off</li> </ul>