

**Safety Statement**

**2020+**

**Board of Management Scoil Bhríde Nurney**

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**Scoil Bhríde**

**Safety Statement**

1: The Board of Management of Scoil Bhríde Nurney, charged with the direct government of the school, has prepared this “Safety Statement”, in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

2: In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

3: “Health & Safety” within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

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 Safety Officers and a report made to staff. 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 Scoil Bhríde 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 of staff and pupils.
* 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.
* Staff shall be consulted on matters of health and safety.
* Provisions shall be made for the election by the staff of a safety representative.

The Board of Management of Scoil Bhríde recognises that their statutory obligation under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Scoil Bhríde Nurney 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 all staff while at work:

1. 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.
2. 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.
3. 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 thing provided for securing safety, health or welfare of persons arising out of work activities.
4. To ensure that children do not operate the photocopier, laminator or shredder.
5. To ensure that children wear protective/ appropriate clothes whilst participating in sport.

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 Scoil Bhríde to consult with staff regarding safety audits, 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 relation to future staff training and development plans.

## Fire:

It is the policy of the Board of Management of Scoil Bhríde 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 principal will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)
5. 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 must ensure that the exit from her/his classroom is kept clear. P.E. hall, and entrance lobby – Principal will see they are free of obstruction.
6. Assembly area is designated outside of the building, and the location specified.
7. Exit signs shall be clearly marked.
8. Principal and fire safety post holder shall be responsible for fire drills and evacuation procedures.
9. 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 corridors

**02:** Trailing leads

**03:** Computers

**04:** Projectors

**05:** Fuse Board

**06:** Electric kettles

**07:** Boiler house

**08:** Ladders

**09:** Excess Gravel on school yard

**10:** Protruding units and fittings

**11:** Flat roof of school

**12:** External stores to be kept locked

**13:** Lawnmower plus all garden equipment

**14:** Entrance/Exit of car-park

**15:** Icy surfaces on a cold day

**16:** Mats in hall plus other P.E. equipment

**17:** Windows opening out

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

1. 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.
2. In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions 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. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
8. Board of Management will check that floors are clean, even, non-slip and splinter-proof.
9. Principal and PE post holder will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. Hall is left in a tidy condition.
10. Check that all PE and other mats are in good condition.
11. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative.
12. Check that wooden beams, benches etc. are free from splinters and generally sound. (Assistant Principal).
13. Check that vaulting horses, beams and benches are stable and do not wobble when in use.
14. Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management).
15. Check roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker).
16. Check that manholes are safe. (Caretaker/Principal).
17. Check that all play areas, especially sand pits, are kept clean and free from glass before use. (Caretaker and Staff).
18. Check that outside lighting works and is sufficient. (Caretaker/Principal).
19. Check that all builders’ materials, caretakers’ maintenance equipment, external stores etc are stored securely. (Principal and Caretaker)
20. Check that refuse is removed from building and is carefully stored outside. (Caretaker).

**Constant Hazards:**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Bhríde Nurney 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.

**Electrical Appliances:**

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should ensure that:

* All safety guards, which are a normal part of the appliance, are in working order
* Power supply cables/leads are in tact and free of cuts or abrasions.
* Appliances are unplugged when not in use.
* Suitable undamaged fused plug tops are used and fitted with the correct fuse.
* Guidelines issued by the Health and Safety Authority are followed.

## Chemicals:

It is the policy of the Board of Management of Scoil Bhríde Nurney 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 locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

**Drugs And Medication:**

It is the policy of the Board of Management of Scoíl Bhríde Nurney that all drugs, medications, etc be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel with exception of epi-pens to be stored by class teachers

## 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, 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 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.
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 Scoil Bhríde Nurney 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, surfaces and drainage channels being affected by frost in cold weather.

## Smoking:

## It is the policy of the Board of Management of Scoil Bhríde Nurney 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/Caretaker so that it may be immediately removed.

**Visual Display Units:**

It is the policy of the Board of Management of Scoil Bhríde 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 implemented.

##### Infectious Diseases:

It is the policy of the Board of Management of Scoil Bhríde that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases (following the guidelines published to schools from the HSE on preventing the spread of infectious 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 of water, soap, towels and a facility for the safe disposal of waste (Please refer to **Appendix A** re: COVID-19)

# First Aid:

**(1): Notices are posted in office and each classroom detailing:**

* Arrangements for giving first aid,
* Location of first aid boxes,
* Procedure for calling ambulances etc….,
* Telephone numbers of local Doctor, Gardaí, Hospital.

**(2): Accidents** resulting in the administering of first aid whether to employees or to students or to members of the public are recorded. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. Record books are maintained by the Principal for the recording of accidents.

The appropriate post holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

* Scissors
* Cotton Wool
* Tweezers
* Latex Gloves
* Sterile Wipes
* Plasters
* Surgical Gloves
* Tissues to put around ice-packs
* Frozen ice-packs in freezer of fridge

**Medication (if required) will be kept by Principal in a safe place in his office with the exception of epi-pens to be stored by the class teachers**

Medical Certificate to be provided by the Parents/Guardians of the child(ren) concerned.

Latex gloves are available to staff when administering First Aid

**Location of First Aid Boxes:**

**(1)** Principal’s office **(2)** Learning support room

#### **Access To School:**

BOMs have a duty under section 8 of the *Safety, Health and Welfare at Work Act 2005* to ensure; so far as is reasonably practicable, the safety, health and welfare at work of employees. The Department of Education and Skills has acknowledged that on very rare occasions there may be incidents of assaults on school employees. The BoM of St Michael’s National School is cognizant of its duty to provide a safe place of work for its employees. The BoM is concerned to protect school employees from the risk of violence of any kind, be that in the form of **verbal abuse**, **threats**, **assaults** or **other forms of intimidation**.

Bearing in mind that the BOM promotes good practice for the conduct of communication between home and school as outlined in the Parents as Partners Policy. The Bom of Scoil Bhríde Nurney has considered and implemented the following measures which seek to prevent or minimise the risk of assault of the employees of the Board.

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.

1. In the interests of safety the schools front door is controlled by a buzzer. All visitors to the school should enter through the front door and check into the office. For school events in the Sports Hall or school field, entry should be through the school garden, with supervision of visitors provided by school staff (SETs, Principal, Deputy Principal etc.)
2. Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.
3. Parents approaching classrooms directly during teaching time is strictly forbidden.
4. Conducting discussions with parents at the front door or classroom door is forbidden as it is not conducive to effective communication or teaching. Particular care is taken to ensure that parent/teacher consultations do not take place within the hearing of other pupils and/or parents.
5. Access to staff members is on an ‘appointment only’ basis where the circumstances of a meeting are likely to provoke a confrontation.
6. If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
7. Under no circumstances will a visitor be allowed to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
8. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.
9. 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.
10. 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.

Specific consideration has also been given to circumstances where staff are:

* **Are anxious about a meeting.** Staff members are not to hesitate in seeking assistance or advice about a meeting from other members of staff (particularly senior members of staff) or asking another member of staff (particularly senior members of staff) to sit in on a meeting with them.
* **Working alone on the school premises**. In terms of safety and self-protection, this is not advisable and is discouraged.
* **Working in an isolated part of the school premises**. In terms of safety and self-protection, this is not advisable and is discouraged. In terms of meeting parents, staff members can (i) use the school library (which has clear internal glass windows with line of sight for other staff members) (ii) ask another staff member to attend the meeting with them (e.g., Principal, Deputy Principal, SETS etc.) (iii) pair up with another staff member whilst holding formal Parent-Teacher conferences (iv) ensure they have their school walkie-talkie and mobile phone switched on and charged and on their person at all times.
* **Engaged in out of class activities**. Staff are encouraged to work in pairs or groups with other staff members and ensure they have their school walkie-talkie and mobile phone switched on and charged and on their person at all times.
* **Working with pupils with behavioural difficulties**. Staff are encouraged to work in pairs or groups with other staff members and ensure they have their school walkie-talkie and mobile phone switched on and charged and on their person at all times.

**Steps to be followed in the event of an assault:**

In the event of an assault on an employee, the BoM commits itself to be fully supportive of the staff member who has been subjected to violence of any kind. It is accepted that judgment will have to be exercised in each individual case. However, the following elements are included in each procedure:

(i) The incident should be immediately reported to the Principal teacher/other colleague. The details of the incident are recorded

(ii) Where necessary immediate medical assistance shall be sought

(iii) The matter shall be reported to the Gardaí, where appropriate. This report would normally be made by the teacher who was assaulted

(iv) The BoM shall be notified of the incident and where necessary an emergency meeting of the Board shall take place. The Board may decide to notify its legal advisors of the assault. The Board’s Insurance Company would also be notified

(v) Where the assault is by a pupil, the matter shall be dealt with in accordance with the school’s Code of Behaviour

(vi) Pupils who repeatedly display aggressive behaviour may be referred, with the consent of parents, for psychological/psychiatric assessment in order to assess the pupils’ social and emotional needs and to determine how these can best be met

(vii) Where the assault is committed by a parent/guardian, the parent/guardian shall be immediately instructed in writing not to make direct contact with the staff member/school pending full consideration of the matter by the BoM.

Subsequently the Board shall correspond with the parent/guardian stating:

* That the Board considers the assault unacceptable
* What action the Board intends to take
* What pre-conditions should be met before access to the school is restored.

(viii) Applications for leave of absence, in relation to a member who has been assaulted, shall be forwarded to Primary Payments Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath where the DES will assess each application on its merits.

(ix) Where an employee’s personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the BoM under the extended School Protection Policy.

**Reference: *Circular 40/97 from the Department of Education and Science: ‘Assaults on Teachers/School Employees (Sept. 1997)***

#### **Collecting Children:**

1. All parent/guardians/carers in the interest of safety must obey School Traffic Warden and all signs upon entering the school grounds.
2. Cars are advised to drive slowly on entering school car park when collecting and dropping children.
3. Those parking outside the school grounds are advised to accompany children to and from the school premises.
4. Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day or

 **(5)** Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record will be kept beside the office by the school secretary.

**(6)** If someone other than parents/guardians are collecting the child from school it is up to parents/guardians to inform the school with plenty of notice by note or phone call.

**N.B.:**

**(7):** Children will **never** be allowed to walk or cycle home on their own, during school hours without written consent from Parent/Guardian

They must always be collected by parent/guardian or named other.

###### Safe Work Practice Sheet

1. Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
2. Teachers are asked to wear gloves when dealing with children’s wounds. This is especially important where blood is involved.
3. The Caretakers must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
4. The Caretakers must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
5. Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as week-killers and others.
6. Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
7. All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
8. Employees do not use step-ladders or other ladders without the assistance of a colleague.
9. Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
10. Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc…
11. Employees report defective equipment to the Principal.
12. Employees report incidences of uncollected refuse.
13. Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc.
14. Teachers shall check that all windows are securely locked each evening.
15. Teachers, Staff shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, burco boiler etc are switched off.

The Caretaker and Safety

1. He shall check regularly that the Switch Room is free from all materials foreign to this part of the school.
2. He shall ensure that the Caretakers Shed Door is **never** left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.
3. He shall check and keep the boiler house and oil/ tank locked **at all times.**
4. He shall check that there is an adequate supply of Heating Oil in the tank at all times.
5. During exceptionally frosty weather, he shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
6. During holiday times, he shall keep the mains water controls in the “OFF” position.
7. The caretaker shall make him/her self familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
8. He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
9. He shall ensure that all **Exit Doors** are kept clear during Concerts, Sales of Work, Meetings etc. **Exit** doors must always be open on such occasions.
10. Along with the Principal, he shall check, at regular intervals that the Fire Alarm System is in working order.
11. The Caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.
12. He shall be on the look out at all times for risk situations and shall repair faults or report them to the Principal.
13. He shall keep lawns, flowerbeds and pitches in good condition.
14. He shall familiarise himself sufficiently with the school’s **Safety Statement** and especially with those parts which are relevant to his own position.

The Principal is responsible for **Fire Safety.** He organises;

**(a) Fire Drill** at least once per term.

**(b)** Sees that the **Fire Alarm System** and **Fire Extinguishers** are in working order.

**(c)** Records the events of Fire Drills.

**(d)** He has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

Fire Drill Organisation

See our Fire Drill and Evacuation Policy

Further Fire Precautions

**(1) Emergency Lighting and Exit Signs:**

At the beginning of concerts, large meetings or whenever crowds are assembled in the Large G.P., the Principal or his representative (in his absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and **Exit Signs.** This warning should be repeated at intermissions.

**(2) External Fire Hydrant and Water Mains:**

The Fire Hydrant is **Clearly Marked (H)** and **located** on **main footpath** leading to the schools main entrance door.

The **water control** is:

 **(a)** On the **side of the main road**, at main entrance and corner of playground/ 6th class room

 **(b)** There are further water controls outside of Room 2.

 All controls are clearly marked **S.V.** (Sluice Valve).

The Principal the Caretaker and the Deputy Principal, are all aware of these locations and keeps **control tools** for both.

**(3) Location of Fire Extinguishers**

(1)Kitchenette - CO2 suitable for use on electric fires

(2) Strong Room – Powder suitable for use on electric equipment

(3) Cleaners Room – Co2 suitable for use on electric fires

(4) The Common Area – 4 extinguishers

 2 Co2 (as above)

 2 Foam for use on flammable liquid fires

1. P.E. Hall - 4 extinguishers
2. Co2 (as above)

 2 Foam (as above)

1. Main Hall beside First Class 2 extinguishers
2. Co2

 1 Foam

1. Staff Room – 1 Co2 extinguisher
2. Office 1 Co2 extinguisher
3. Library 1 Co2 extinguisher
4. Principal’s Office 1 Co2 extinguisher
5. Each classroom including Learning Support and Resource rooms have 1 Co2 extinguisher inside the door.

**FIRE ALARMS**

P.E. Hall 2 alarms 1 at each Fire Exit

The Common Area 2 alarms 1 at each Fire Exit

The Senior Area Exit – 1 Fire alarm located at Fire Exit Door

Main Hall – Located beside first class

Main Hall – Located beside Entrance Door

**4: The Main Traffic Entrance:**

The parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **entering** and especially when **leaving** the school grounds.

**Cleaning the School (Hygiene):**

Contracted cleaners are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of “wet” areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker or/and the Principal.

They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary

Hazards

**Identifying Hazardous Areas for Children:**

**(a)** The Caretaker’s Shed and Boiler House.

1. The Switch Room in main entrance hall.
2. The Car Park

**Precautions:**

1. Those areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
2. The Shed and Boiler House shall be kept locked at all times.
3. First Aid Equipment must be stored in the Principal’s office and the learning support room.
4. Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
5. The Caretaker has been asked by the Principal to remedy such hazards **immediately** when they come to his notice or are brought to his attention by any staff member, or other school employees.

##### Identifying the Hazards – Section 12 (3):

Teachers and ancillary staff (Caretaker, Secretary and Cleaners) are requested to conduct a **Periodic Safety Check** of their classrooms and/or workplace and to effect or to request immediate corrective action.

The **restricted areas** in our school are as follows:

The Boiler House and Tank House, the Caretakers Storeroom which may contain weed control chemicals, machinery and tools etc., the cleaners’ room. The interior of the school during break/lunch times – rooms, corridors, toilets (except with permission) and footpaths at the front of the school, the Principal’s Office, the Secretary’s Office, the Strong Room and Switch Room . These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on his behalf.

**Hygiene** is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary staff are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

1. Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
2. Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
3. Restricted areas – mentioned previously.
4. Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. There will be lessons on teeth care, sex instruction in senior classes, the Stay Safe Programme, etc.
5. Fire Drill
6. First Aid (Deputy Principal)

Our teachers are **Professional People trained** to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child’s home environment. However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff members’ knowledge. Generally each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. The Deputy Principal is in charge of First Aid Equipment.

It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal and the Deputy Principal, or some other teacher in their absence will summon aid if deemed necessary.

**The School’s Safety Representatives and Officers:**

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a **Safety Representative** will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present **Safety Representative is Michelle Hamilton**

The school’s **Health and Safety Officer** is **Vincent Thorpe**. The **First Aid Officer** is **Emer O’Mahony**. **Fire Officer** is **Catherine Owens**.

**Annual training is given to staff on alternate years in (i) first aid (every odd school year e.g. 2017/18) and (ii) fire extinguisher and fire prevention training (every even school year e.g. 2018/19)**

**The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.**

**This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.**

**Classroom and Internal Rules**

1. Follow instructions given by Teachers and/or Principal, at all times.
2. Sit properly on chairs, all four legs on the floor.
3. School bags under tables, or back of chairs neatly stored
4. Walk ways in classrooms must be kept clear.
5. Hang all coats, jackets, gear bags etc on hooks, in the wet area.
6. No rulers, scissors, mathematical instruments etc to be used during break and/or lunch time, when pupils remain indoors.
7. Use all classroom and P.E. equipment, according to teacher’s instructions.
8. Never bang a door closed – be mindful of others.
9. When moving around the school, **always walk, never run.**
10. Watch where you are going – don’t look behind you while walking.
11. At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

Wet Day Rules

1. No rulers or any other dangerous implements in pupils’ hands.
2. Only go to toilet with teacher’s permission, except in case of emergency.
3. Pre-arranged activities will be in place before teacher leaves the room.
4. Sit down properly – four legs of chair on floor at all times

Yard Rules

1. Play safely – no rough play.
2. Stay in designated area of the yard.
3. Stay off the pitch during inclement weather.
4. Don’t enter the school without permission.
5. Report any problems/incidents to the teachers on yard duty.
6. No swinging off basketball stands.
7. No swinging out of coats/hoods.
8. No throwing of clothes, hats, hear-bags, shoes pebbles, etc.
9. No jumping/walking on outdoor furniture, no balls from P.E
10. If a ball goes out of designated yard area the teacher on yard duty must be told. **Do not** go out after the ball.
11. **“Yard Out of Bounds” areas:**
	* Grass during wet weather – unless fully togged out.
	* North side of school
	* Front of school
	* The car park

12. Children must walk in yard before 9.20 due to danger from school bags etc

13. Children must respect each other’s property (bags, balls, clothes etc.)

**Pitch Rules**

1. Keep away from water hydrant
2. Suitable attire, gear, when playing on the pitch during school matches and P.E. Class
3. Do not swing from crossbars.
4. Do not run off pitch onto tarmac while wearing football boots.
5. Tog out/Tog in Hall or on edge of pitch (weather permitting).
6. Do not leave gear bags on pitch.
7. Do not allow mud from boots fall onto path or tarmac.
8. Do not tog out at door.

**APPENDIX A**

**COVID – 19 Risk Assessment**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazards** | **Is the hazard present?****Y/N** | **Risk Rating****H=High****M=Medium****L=Low** | **Who might be harmed** | **Controls** | **Is this** **Control** **in place** | **Additional Controls** |
| COIVID-19 | N | H | All | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice | **Y** | * Follow public health guidance from HSE re hygiene and respiratory etiquette
* Complete School COVID-19 Policy Statement
* Return to Work Forms received and reviewed
* Induction Training provided
* Contact Log in place
* Complete checklists as required: School Management/How to deal with a suspected case/Other school specific checklists
 |
| * Staff and Visitors to Scoil Bhríde Nurney
* Vulnerable groups – Elderly, Pregnant employees, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to school business
 | **Hand Washing** * Hand washing facilities with soap and water in place.
* Stringent hand washing taking place.
* See hand washing guidance.

<https://www2.hse.ie/wellbeing/how-to-washyour-hands.html>* Drying of hands with disposable paper towels.

[https://www.hse.ie/eng/about/who/healthwellbei ng/infectcont/sth/gl/section-3-2-handhygiene.pdf](https://www.hse.ie/eng/about/who/healthwellbei%20ng/infectcont/sth/gl/section-3-2-handhygiene.pdf)* Staff encouraged to protect the skin by applying emollient cream regularly

[https://www.hse.ie/eng/health/az/e/emollients/ty pes-of-emollient.html](https://www.hse.ie/eng/health/az/e/emollients/ty%20pes-of-emollient.html)* Gel sanitisers in any area where washing facilities not readily available
* Resupply of cleaning materials such as soap, paper towel, toilet paper etc. on demand using walkie talkie system.
 | Y | To help reduce the spread of coronavirus (COVID19) reminding everyone of the public health advice <https://www2.hse.ie/coronavirus/> Posters, leaflets and other materials are available for display.[https://www.hse.ie/eng/services/news/newsfeatures /covid19-updates/partner-resources/covid-19prevention-a4-poster.pdf](https://www.hse.ie/eng/services/news/newsfeatures%20/covid19-updates/partner-resources/covid-19prevention-a4-poster.pdf)  |
|  |  |  |  | **Cleaning** Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | Y |  |
|  |  |  |  | **Social Distancing** Social Distancing - Reducing the number of persons in any work area to comply with the 2metre (6.5 foot) gap recommended by the Public Health Agency[https://www.hse.ie/eng/services/news/newsfeatu res/covid19-updates/partner-resources/covid19-social-distancing-outside-a3-poster-.pdf](https://www.hse.ie/eng/services/news/newsfeatu%20res/covid19-updates/partner-resources/covid19-social-distancing-outside-a3-poster-.pdf) No meetings without prior appointment (inside or outside)No entry to school grounds or building without completing a contact tracing form,Taking steps to review work schedules including start & finish times/shift patterns etc. to reduce the number of staff in any one place at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place. Conference calls to be used where deemed necessary instead of face to face meetings. Social distancing also to be adhered to in the staff room, playgrounds | Y |  |
|  |  |  |  | **Wearing of Gloves / PPE**Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.Masks/Visors to be worn by all adults | Y | Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene practice. |
|  |  |  |  | **Symptoms of Covid-19** If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Management team will maintain regular contact with staff members during this time (walkie talkies, email, ‘whats app’ and mobile will be used to promote effective and efficient communication)  If advised that a member of staff or public has developed Covid-19 and were recently in our school, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www2.hse.ie/coronavirus/> | Y |  |
|  |  |  |  | **Mental Health** Management will promote mental health & wellbeing awareness to staff regarding the Coronavirus outbreak and will offer whatever support they can to help <https://www2.hse.ie/wellbeing/mentalhealth/covid-19/minding-your-mental-healthduring-the-coronavirus-outbreak.html>  | Y | Management team will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open-door policy for those who need additional support  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Vincent Thorpe Date: August 2020

### **Revision Of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of Scoil Bhríde Nurney 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 B.O.M.)**

**Safety Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Nominee of Staff)**