

# SAFETY STATEMENT



*Scoil na mBuachaillí*

*Clonakilty Boys' National School*





## Safety Statement

### AIMS / PURPOSES

- To ensure the safety of staff, pupils, parents, board of management members and visitors to our school.
- To maintain the building to a high standard.
- To outline procedures to be followed in the event of a fire, accident etc.
- To ensure that all visitors to the school are monitored so they are not a danger to the children or the staff.

### PROCEDURES/GUIDELINES

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 regularly, in the light of experience, changes in legal requirements and operational changes. A **safety audit** shall be carried out regularly by the Board of Management Safety Officers and a report made to Board of Management and 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 na mBuachaillí, Cloch na gCoillte wish-

### MONITORING/EVALUATION/REVIEW

This statement shall be regularly revised by the Board Of Management of Scoil na mBuachaillí, Cloch na Coillte in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

#### CHAIRPERSON:

*Mrs. Noreen Minihane*

#### PRINCIPAL:

*Barth Harrington*

#### SAFETY OFFICER (NOMINEE OF BOARD OF MANAGEMENT): -

*Will be chosen by each new Board of Management*

#### SAFETY OFFICER NOMINEE OF STAFF:

*Will be chosen by each new Board*

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

#### Members of the Board of Management:

**Chairperson:** Noreen Minihane

**Board Members:** Eileen O'Regan, Elma O'Mahony, David O'Brien, Jerome O'Sullivan, John Coleman, Liz O'Regan and Barth Harrington.

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 1989. awn up on January 2003

Review January 2004

Review January 2005

Review March/April 2005

Review October 2008

Review September 2013

### ◆ Orienteering/School Tours/Outings and Visits

It is school policy that parental permission is sought prior to going on these visits. Good behaviour is emphasised and safety is always a priority and is stressed to the children.

### ◆ The Importance of Safety

Lessons taught in class about safety in general - fire safety, accidents, electricity, etc

### ◆ Science / Art and Crafts

Importance of safety is stressed in the teaching of science and Art and Crafts - especially when using equipment.

## RESOURCES

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- ◆ Accident book - kept in the office.
- ◆ Supervision Rotas kept in the Staff Room. These are also given to each teacher at the start of term.
- ◆ Wet floor signs.
- ◆ Assembly signs.
- ◆ Exit Signs
- ◆ Gloves for each classroom.
- ◆ Cotton wool.
- ◆ Disposable Gloves
- ◆ What a substitute should know..? - to be updated every year.

es to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be operated safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the **election by the employees** of a safety representative. **The deputy principal** has been chosen.

The Board of Management of Scoil na mBuachaillí , Cloch na gCoillte recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Scoil na mBuachaillí, Cloch na gCoillte undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

### **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 welfare, and that of any person who may be affected by his/her acts or omissions while at work.
  - (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
  - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- 2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.
- 3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### **CONSULTATION AND INFORMATION**

It is the policy of the Board of Management of Scoil na mBuachaillí, Cloch na gCoillte

- ◆ 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.

### **SPECIFIC HAZARDS**

#### **1. Fire**

It is the policy of the Board of Management of Scoil na mBuachaillí, Cloch na gCoillte that:

- 3. Parents collecting children after extra-curricular activities must park in the car spaces provided.
- 4. Those parking outside the school grounds are advised to accompany children to and from the school premises.

#### **◆ Supervision Policy**

All procedures for the Supervision of children are contained in the Supervision policy. This will be updated regularly and should be consulted when reading the Safety Statement.

The section below is important and is included in the Safety Statement:

Although the gate is open before 9.00 am, this is done solely to avoid having the children in danger near the main road.

Supervision in the school yard begins at 8.55 am.

**Classes commence each day at 9.10 am sharp.**

**Classes end each day at-**

**2.00 pm [Junior and Senior Infants]**

**3.00 pm [1st- 6th]**

Parents who wish to have their children escorted home should make their own arrangements to have them met at the school.

To meet insurance requirements, no pupil is allowed to remain on in school or school premises after 3.00 pm, unless supervised by a teacher or for extra-curricular activities. Because of this we ask that all pupils are collected promptly after school.

In the case of children travelling by school bus, the school cannot accept responsibility for escorting them from the bus to the school, or from the school to the bus. Parents who feel that their children need to be escorted on these occasions should make their own arrangements to ensure that some escort is provided. The school bus collects the children in the school grounds - *i.e. just outside the gate but the children wait inside the gate until the buses comes.*

#### **◆ Swimming**

When attending swimming sessions at Clonakilty Leisure Centre - great care and attention is taken beforehand to explain the Safety Procedures involved. Parents are circulated with a copy of these rules and these have to be signed by all parents. Children must be collected promptly after the swimming sessions.

Special Needs children who need help getting changed for swimming will be changed in the Ladies Dressing Room.

### **Treatment of a child having a seizure:**

Place the child on his side.

Loosen clothing.

Call immediately for medical help.

Open windows.

*Known epileptics should have valium jelly suppository in their sacks to stop the spasms blocking their airway. Unscrew nozzle of the enema which is in a tin foil sachet and squeeze it into the rectum of the child.*

*This helps the child relax and breathe.*

Epileptics often vomit while unconscious – this is why it is important to lie the boy on his side.

**Meningitis:** The symptoms are –

Listless child with high fever and headache,  
not liking the light

+/- stiff neck

+/- purple speckled rash under the skin which does not go away on pressing a glass on it.

+/- vomiting

Call immediately for help.

### ◆ **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. Parents have been informed that parking /dropping off children in the staff carpark at the following times - *opening times, closing times, 2 o'clock (infants)* - is not permitted.

- ◆ 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.
- ◆ The principal / post of responsibility holder will ensure that fire drills shall take place at least once a term.
- ◆ Fire alarms shall be clearly marked.
- ◆ Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- ◆ 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.
- ◆ A plan of the school showing assembly points outside the school and all exits within the school.
- ◆ Assembly areas are designated outside each building, and the locations specified.
- ◆ Exit signs shall be clearly marked.
- ◆ All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teachers responsibility. Cleaner to check when cleaning.
- ◆ Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- ◆ Principal / post of responsibility holder and Safety Officer shall be responsible for fire drills and evacuation procedures.
- ◆ All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

## 2. Other Hazards

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Step outside front door (to be painted yellow)
4. Step to carpark path (to be painted yellow)
5. Trailing leads
6. Computers
7. Shredder
8. Guillotine
9. Projectors
10. Fuse Board
11. Water heater in Staff Room
12. Sharp knives in Staff room
13. Science Equipment in strong room
14. Electric kettles and toaster
15. Microwave
16. Boiler house
17. Ladders and Stire Stairs
18. Protruding units and fittings
19. Flat roof of hall and flat roof of school.
20. External store i.e. tower - to be kept locked
21. Lawnmower, strimmer, hedgecutter
22. Lawnmower shed to be kept locked.
23. Icy surfaces on a cold day
24. Mats in hall
25. Windows opening out
26. Photocopier
27. TV/Video trolley
28. Mobile phones - are banned for use by students and may not be used by staff in the vicinity of pupils.
29. Chair trolley must not be overloaded.
30. Staplers
31. Desks, chairs and furniture to be checked for faults/sharp edges by all staff.
32. Fan Heaters/Storage heaters
33. Floor polisher
34. Packing shelves overhead to be packed safely.
35. Filing cabinets
36. Gates
37. Medicine Box
38. Benches and all P.E. equipment

- ◆ 2 18cm Sterile Dressing
- ◆ 9 Alcohol free wipes
- ◆ 2 Packs of gloves
- ◆ 4 Eye pad dressing
- ◆ 2 Packs of safety pins
- ◆ Ear Thermometer
- ◆ Jelonet x 1 box
- ◆ Panadol
- ◆ If children have an acute allergy, or **another medical condition** that necessitates medicine being given to a child – parents must inform the school in writing and provide whatever is necessary to help the child. A letter must be written to the Board of Management giving permission for staff to administer this medicine. Training must also be provided – on a yearly basis (if applicable).

### WHAT TO DO IF:

**Bleeding:** wash wound in water, dab and apply absorbent gauze and bandage according to size of wound.

**Fevers:** check temperature, children can become listless. Young children under 6 have risk of febrile seizures if temperature is greater than 38.5 C. – call parent or doctor.

**Allergies:** becoming more prevalent e.g. swelling of affected skin, lips (**send directly to the clinic**), wheeze, itchy rash, vomiting or shock. A known highly allergic child **must** inform the school about his possible allergy and have adrenaline injection in his bag. (This is an Anapen which can be triggered into the leg if symptoms are developing rapidly)

**Acute Asthmatic Attack:** usually occurs in asthmatic children though it may occur in a child with no previous history. Wheezing and distress in breathing. Use child's own Ventolin inhaler, press down pump Push down pump to spray medicine into the mouth while sucking inwards x 3 Times

Call doctor and parents.

Loosen clothing, open windows.

Sit child up.

**Treatment of Fracture:** immobilise fractured limb in a temporary splint of folded paper secured by bandages. Call for help.

Cloch na gCoillte 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 na mBuachaillí, Cloch na gCoillte 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 of water, soap, towels and a facility for the safe disposal of waste.

#### **FIRST AID**

*Stocklist (this may vary from year to year - so below is not necessarily a comprehensive lists - just an example of what may be stored in the school).*

- ◆ Plasters – Hypoallergenic ( Strip)
- ◆ Antiseptic Wipes
- ◆ 1 Medium Crepe Bandage
- ◆ 1 Large Crepe Bandage
- ◆ Steristrips x 2 packets
- ◆ 1 Sling
- ◆ 1 Anthisan Cream
- ◆ 1 cold Gel pack ( in fridge)
- ◆ 1 Pack of large and Medium Gauze
- ◆ 1 Pack of small Gauze
- ◆ White Hypoallergenic Tape
- ◆ 7 Triangular Bandages
- ◆ 1 20cm Sterile Dressing
- ◆ 9 12cm Sterile Dressing

39. Wall in pitch (this has been fenced off).
40. Cans
41. Bottles - Crates to be got for storage of same.

To minimise these dangers the following safety/ protective measures must be adhered to:

- a. Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to it's provisions.
- b. In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c. Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- d. All machinery and electrical equipment are fitted with adequate safeguards.
- e. Precautionary notices, in respect of safety matters are displayed at relevant points.
- f. Ladders to be used with another person's assistance where necessary.
- g. Crates to be provided for holding bottles and lunch boxes of pupils during the break. Remove broken glass immediately on discovery
- h. Board of Management will check that floors are clean, even and non-slip.
- i. PE equipment must be checked - is stacked securely and is positioned so as not to cause a hazard.
- j. Check that all PE and other mats are in good condition.
- k. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officers and Staff Safety Representative.
- l. Check that wooden beams, benches etc are free from splinters and generally sound.
- m. Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- n. Check that there are no uneven/broken/cracked pavement/bricks etc.
- o. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Finbarr O'Connor)
- p. Check that manholes are safe.
- q. Check that outside lighting works and is sufficient.
- r. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
- s. Check that refuse is removed from building - Caretaker.

### 3 Constant Hazards

#### ◆ Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil na mBuachaillí, Cloch na gCoillte that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. **Children are not allowed to use the water heater.** 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 by a competent person (i.e.) maintenance person. 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 in tact 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 Scoil na mBuachaillí, Cloch na gCoillte that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a secure 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 Scoil na mBuachaillí, Cloch na gCoillte that all drugs, medications, etc be kept in a secure box in the fridge and 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, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

#### ◆ Highly Polished Floors

It is the policy of the Board of Management of Scoil na mBuachaillí, Cloch na gCoillte that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, **warning signs** regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

#### ◆ Smoking

It is the policy of the Board of Management of Scoil na mBuachaillí, Cloch na gCoillte that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. This includes the school yard and its environs.

#### ◆ Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff and pupils are asked to report broken glass to the Caretaker/Principal so that it may be immediately removed.

#### ◆ Visual Display Units

It is the policy of the Board of Management of Scoil na mBuachaillí,