

**School Name:** Bunscoil Clochar Muire

**Address:** Trim, Co. Meath.

**School Type:** Primary

**Name/Tel. of 046 9431919**

**Doctor:** Dr. McEntee 046 9436257

**Hospital:** Our Lady of Lourdes Hospital, Drogheda

**Fire Brigade:** Trim 999 or 112

**Safety Officer:** Fergal Kelly

**Safety Representative:** Sinead Minogue

**Bom Representative:** Mary Carr

**All staff are responsible for first aid**

**List of First Aiders:** Sinéad Minogue (postholder0  
Special Needs Assistants  
All teaching staff

## **Safety Statement**

### **1. INTRODUCTION**

This Document has been prepared in compliance with the Safety, Health and Welfare at Work Act, 1989 (2005).

### **2. BOARD OF MANAGEMENT PHILOSOPHY**

The board of management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve, in so far as is reasonable and practicable, the Safety, Health and Welfare at work of every employee, pupil and visitor to the school.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal,

health and welfare or that of others.

### Board of Management Responsibilities

- Ratify the School Safety Statement and ensuring that it is regularly reviewed.
- Ensure health and safety is on the Agenda of Board of Management meetings.
- Ensure school management has adequate training and resources.
- Monitor (including consideration of inspection reports).
- Prioritise actions where resources are required.
- Ensure actions are taken.

### 3. SAFETY ORGANISATION

Safety is a line management responsibility. Staff are responsible for safety in their own areas and the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents.

Sinéad Minogue class teacher, is Safety Representative elected under the provision of the Safety Health and Welfare at Work Act 2005. They should be consulted if any of the Employees have queries regarding any of the safety provisions mentioned in this Statement. Mary Carr is the safety liaison person for the Board of Management. Fergal Kelly in his role as principal will work in conjunction with the safety representative and safety liaison person to ensure that the day to day management of all health and safety matters in the school in accordance with the Safety Statement is carried out such as

- Prepare and regularly review the Safety Statement
- Ensure regular safety inspections are undertaken
- Identify staff health and safety training needs
- Liaise with the BOM on any issues or problems associated with implementing the Safety Statement
  - Ensure regular health and safety inspections are undertaken
- Ensure appropriate consultation with staff and nominated Safety Representative
- Keep up to date with changes in legislation and standards

- (2) The Safety Officer shall investigate and record all accidents and dangerous occurrence and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified.

### 5. HAZARDS:

The Board of Management in consultation with the Teaching Staff has 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.

Our school opens for school business at 9.10 a.m. and in accordance with Rule 124(a) all teachers will be present to exercise the required supervision over their classes at that time. It is recognised that the short break at 10.50 a.m. and the lunch break at 12.30 p.m.

require special attention and care.

Therefore at 10.50 a.m.

- (a) The Teacher must ensure that all children have left the classroom for the yard
- (b) Supervising Teacher(s) on yard duty must be on time to supervise students
- (c) Students are to be supervised at all times during play
- (d) No student is to be left in the classroom during break. (In inclement weather teachers and SNA's on duty patrol classrooms) (Rainy day duty)
- (e) Children line up in the yard in a designated place and are collected by their Teacher.

At 12.30 p.m. the same rules apply as at the 10.50 a.m. break.

SNA's do yard duty and first aid duty.

### **ACTIVITY OUTSIDE THE CLASSROOM:**

In all pupil activity involving games of whatsoever kind (including swimming) the Teacher will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

Playground: All children must be supervised by a staff member when playing in the playground. Tours, trips etc. – see tours policy

### **ACTIVITY WITHIN THE CLASSROOM:**

#### **Teacher Responsibilities**

- Ensure that the Safety Statement and any established safety procedures are followed
- Bring issues or problems to the attention of the school management -
- Ensure all classroom / work areas are safe to use

Within the classroom and school building during normal school business the hazards, with potential for injury for all within the school are:

- 1) Activity using tools of any kind e.g. scissors, knives, pointed implements
- 2) Activity involving the use of electrical power (including cookers) 3)
- Moveable furniture – computers, TV's
- 4) Accidents on stairwell
- 5) Accidents in yard and during PE lessons
- 6) Trip hazards from school bags and coats
- 7) Trip hazards from trailing cables.

Therefore: Teachers are asked to

- (a) Exercise great care when such implements are being used
  - (b) Be present or have another adult present when electrical equipment is being used.
  - (c) Exercise good judgement and safe methods when movable furniture is being used.
  - (d) Ensure children use stairwell correctly -
  - (e) Assess activities/ conditions in the yard for potential injury- icy weather (f)
- Monitor safety at all times during PE lessons- discard damaged equipment.

Teachers and ancillary staff are requested to conduct a periodic safety check of their classrooms and/or workplace and to effect or request immediate corrective action. The teacher informs the Safety Representative who informs the Safety Officer who records

incidents and actions taken. This record is to be made available on request to the Principal Teacher. This recommendation equally applies to the Secretary, Caretakers, Special Needs Assistants and all ancillary staff

## **RESTRICTED AREAS:**

The restricted areas in the school are as follows:

- (a) The Boiler Room
- (b) The parking area – reserved for staff and authorised personnel only. Delivery vans, oil lorry to be supervised while on premises
- (c) The fenced area bordering the school
- (d) The shed containing machinery and tools
- (e) Cleaners store room
- (f) Boundary walls and gates
- (g) Servery
- (h) Staff room to students
- (i) Guided Reading Room upstairs.

These areas are restricted to authorised personnel only and the Principal Teacher may only grant such authorisation.

## **PARENTS' ASSOCIATION:**

Parents' Association shall be made aware of this Safety Statement and any activity hosted by them should have regard to this policy.

## **6. LAWNMOWER**

To be kept in a locked shed except when in use. It is to be serviced regularly by qualified personnel.

Lawns to be cut only when pupils are in class or after school hours. Person cutting grass (School Caretaker) to be aware of dangers associated with its use - sharp blades, flying stones etc. Ear muffs, goggles, masks are provided. Engine is always to be switched off before re-fuelling or clearing blockages

## **7. BOILER**

Boiler is to be serviced regularly by a qualified heating plumber. Any problems with the boiler also have to be dealt with by a qualified person. Caretaker/ Principal to contact the same.

## **8. SHREDDER**

Staff who use the shredder must be familiar with its handling instructions – know the dangers of loose clothing – ties, scarves, also items of jewellery, getting caught up in the same.

## **9. GUILLOTINE**

This must have safety guard on it except when in use – thus avoiding risk of accidents.

## **10. DISPLAY SCREEN EQUIPMENT**

Persons using a computer for more than one hour daily are supplied with a height and back adjustable chair. Also we will ensure that there is adequate space for resting hands on desk or tables, between user and keyboard and that the workstations comply with all V.D.U. regulations.

Staff are advised that an eye test will be provided, if requested and glasses will be supplied if needed solely for VDU work.

A DSE workstation assessment is carried out as required in accordance with the The Safety, Health and Welfare at Work, (General Application) Regulations 2007.

## **ELECTRICAL APPLIANCES**

Arrangements will be made for all electrical appliances to be checked out on an annual basis by a competent person or maintenance person (caretaker), the supplier or his agent. Before using any appliance the user should check that:

1. All safety guards which are a normal part of the appliance are fitted and in working order.
  2. Power supply cables/leads are intact and free of cuts and abrasions.
  3. Suitable undamaged fused plug tops are used and fitted with the correct fuse.
  4. Children will be made aware of the dangers of tampering with electrical apparatus, sockets etc., children will never be allowed to connect/disconnect electrical appliances.
  5. All electrical socket circuits are provided with protection (RCD's).
  6. CO2 fire extinguishers are located near the computer room.
  7. Damaged/faulty electrical appliances are discarded.
- Any defects reported to the Principal or Caretaker.

## **11. CHEMICALS, SOLVENTS DETERGENTS COPIER TONER, ETC.**

Chemicals, solvents, detergents, copier toner etc. A list of chemicals on premises is attached, also safety data sheets for dealing with such chemicals. These chemicals are to be clearly labelled and stored and locked in cleaners' store room. Access to this room only to authorised personnel. Staff members using these materials are requested to familiarise themselves with the hazards associated with the same e.g. burns, poisoning, skin irritation, etc. and the precautions to be taken in the event of spillage, splashes etc. Users of these materials are supplied with protective clothing, gloves, and masks.

## **12. PULLING, PUSHING, LIFTING HEAVY OBJECTS**

Employees are advised that lifting, pushing, pulling of heavy objects is to be avoided if possible. A trolley is supplied for carrying photocopier paper etc. More than one person to be involved when moving furniture etc. Staff are trained in manual handling skills and this training will be repeated every three years or more frequently. This training will advise on safe lifting of pupils including pupils with disabilities.

## **13. ILLNESS DUE TO STRESS**

Our school recognises that pressure of work, poor working relationships etc. can trigger stress related illness. We have established good communication channels and our staff have input in the decision making process. We try to develop a supportive culture among our staff/pupils. Staff are made aware of "Training in Coping Techniques" courses that

are run locally. Schools' Policy on "Bullying in the Workplace" attached. Staff are made aware of The Employee Assistance Service (EAS) which provides access to confidential counselling and assists in coping with the effect of personal and work-related issues.

Our School is committed to a healthy workforce by placing value on both physical and mental health. The Board of Management acknowledges that stress problems have many causes, including in the workplace and the outside world. The Board of Management recognises that factors, which may lead to increased work-related stress for teachers, special needs assistants, ancillary staff, the Deputy Principal and the Principal, include poor working relationships, unruly students, whole school inspections, negative interactions with parents and work overload etc. It is also recognised that domestic factors (housing, family problems and bereavement) may also add to levels of stress experienced by our employees. The Board is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place. Matters pertaining to health including mental and work-related stress will be dealt with in line with the Dept. of Education & Skills' procedures and Occupational Health Service MEDMARK. This applies to all employees in St. Mary's.

Social occasions for staff should be organised throughout the school term to give staff a chance to relax and socialise with each other outside of the workplace. See:

- Dignity and Respect in the Workplace Policy
- Anti Bullying Policy

#### **Support Services:**

- Medmark4teachers 01 676 1493
- Employee assistance scheme (Inspire) 1800 411 057.
- Alcoholics Anonymous 01 842 0700
- Gamblers Anonymous 01 872 1133
- Narcotics Anonymous 01 672 8000
- Pieta House Dublin 01 623 5606
- Samaritans 116 123
- AWARE 1800 804848
- Mental Health Ireland 01 284 116

#### **14. SLIPS, TRIPS, FALLS**

Trips and falls that occur in the school yard are dealt with by the teacher on duty and recorded in the accident book. Our school has a "Code of Behaviour" for dealing with children who are repeatedly involved in antisocial/aggressive behaviour which may harm others.

Cleaning of school is done after school hours. If spills do, accidentally happen a warning sign will be displayed to caution staff of danger. The spill will be dealt with immediately by a member of staff.

We shall ensure that pedestrian routes are not crossed by cables or any other obstruction.

Pupils are aware that shoes with high heels (platform shoes) are not allowed in school.

#### **15. SMOKING**

Smoking/ vaping is banned on school grounds – posters to that effect are displayed in school.

See Smoke-Free Workplace Policy

## **16. HYGIENE**

Hygiene is the concern of everyone in the school. Good hygiene practice is essential for the health and welfare of all in our school. Teachers are requested to train their pupils in good hygiene practice and continue to use hand sanitisers as required. The Staff, teaching and ancillary, is required to be vigilant in this regard and to bring to the notice of the Principal Teacher any corrective action, which may be deemed to be necessary. The Principal Teacher will consider all recommendations and act in so far as funding will permit. See our:

- Management of Infectious Diseases Policy

## **17. DANGER DUE TO UNAUTHORISED PERSONNEL ENTERING SCHOOL (Violence at Work)**

We have installed a security system – door buzzer and camera in both our schools. Entry to school by visitors is supervised. Also, classroom exit doors' only open from inside. These doors are kept closed during breaks. We have installed a security system consisting of automated gates activated by a fob system. Both main gates are under camera surveillance, monitored in the school office. Entry to the school by authorised staff is gained using a fob. Visitors must use the door buzzer. All visitors must sign in at the office before access to the classrooms is granted. The internal doors in the foyer leading to all the classrooms are kept closed and activated by authorised staff only. Children being collected from school during school hours – the parent/guardian or authorised collector must sign a book or release slip at reception. This means the school staff are aware of:

- 1) When pupils leave the school
- 2) With whom they leave
- 3) And at what time they are expected to return.

Teachers are aware of any family law issues as made known to them by the Principal who requests this information from parents/guardians.

Our security system reduces the risk of violence to staff, and pupils. Parents and guardians need an appointment to meet with teachers, principal, etc. When teachers, and/or SNA's work on their own with pupils, the classroom door is left open or the door shall be made mainly of glass.

## **18. FIRE PROTECTION**

- (a) Fire extinguishers are provided and correctly cited to meet statutory and insurance requirements.
- (b) All fire fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for Fire Equipment. 20% of extinguishers will be discharged each year and relevant employees trained in the safe use of equipment.
- (c) All fire exits and emergency paths of access are identified and kept clear at all times.
- (d) Evacuation Procedure + Map will be posted in each classroom
- (e) Teachers shall instruct their pupils in fire drill procedure to be observed in the event of fire
- (f) Teachers will call roll when students are in designated place hence the importance of morning roll call

## **19. FIRE PREVENTION**

- (a) Fire Safety inspections and analysis of potential fire hazards are regularly carried out.
- (b) Liaison with relevant authorities takes place as is necessary.

## 20. EVACUATION

An evacuation procedure has been prepared as per S.18 (2) Fire Services Act 1981 and is provided to each employee. Evacuation drills will take place twice per year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

See Fire Drill and Evacuation Policy

## 21. FIRST AID

In the event of accidents it may be necessary to administer First Aid. Materials for cuts and bruises are available in the school. Parents are to be contacted in the case of more serious injuries as per First Aid Policy.. Names of children treated in first Aid shall be entered in the First Aid Logbook. This Logbook is to be signed by the teacher on supervision and class teacher. Notes regarding incidents and treatment are sent home. Medical records of children are kept in the first aid book.

Staff can also use the First Aid QR code to record first aid incidents in school. Parents will be contacted if needed. With head injuries parents will always be notified. The Principal and parents of casualties will be informed immediately of serious accidents. First aid supplies are kept in a press beside Room 17. First Aid bags for sports games and tours are kept in the Secretary's office or in Room 21.

Boxes contain:

- Elastoplast
- Antiseptic Wipes
- Gloves
- Bandages – material
- Scissors

<b>Persons</b>	<b>1-10</b>	<b>11-25</b>	<b>26-50 First aid travel kit contents</b>
Adhesive Plasters	20	20	40 20
Sterile Eye Pads (No. 16) (bandage attached)	2	2	4 2
Individually Wrapped Triangular Bandages	2	6	6 2
Safety Pins	6	6	6 6
Individually Wrapped Sterile Unmedicated Wound Dressings	2	2	4 1

Medium (No. 8) (10 x 8cms)			
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Wound Dressings Large (No. 9) (13 x 9cms)	2	2	4 1
Individually Wrapped Sterile Unmedicated	2	6	8 1
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	2	3	4 1
Individually Wrapped Disinfectant Wipes	10	20	40 10
Paramedic Shears	1	1	1 1
Examination Gloves Pairs	5	10	10 3
Sterile water where there is no clear running water* <sub>2</sub>	2x20mls	1x500ml	2x500mls 2x500mls

Pocket Face Mask 1 1 1 1

Water Based Burns Dressing Small Large\*<sub>3</sub>  
(10x10cms)\*<sub>3</sub> 1 1 1 1 1 1 1 1

Water Based Burns Dressing

Crepe Bandage (7cm ) 1 2 3 1

First Aid Training to be repeated at least every 3 years. See our: ● First Aid Policy

## 22. DUTIES OF EMPLOYEES

The attention of employees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act, 1989 (2005). 1. It shall be the duty of every employee while at work:-

Be familiar with Health and Safety Statement.

- (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 and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided whether for his/her use alone or for use by him/her in common with others for securing his/her safety, health or welfare while at work and
- (d) To report to his/her employer or immediate supervisor without unreasonable delay, anything that might endanger safety, health or welfare of which he/she

becomes aware.

(e) Bring issues or problems to the attention of the Safety Rep.

2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

## **23. ACCIDENT/INCIDENT REPORTING**

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report File will be retained for recording of all such accidents.

**NOTE: Any accident to an employee where they are out of work for more than 3 days is a reportable accident to the HSA. Incidents and accidents will be recorded and reported.**

## **24. GENERAL SAFETY**

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:-

1. Observing the general rules of safety.
2. Using all plant, machinery and equipment in a safe and proper manner.
3. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and or others.
4. Keeping work areas clean and tidy at all times.
5. Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstruction at all times.
6. Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

Building maintenance – the building will be inspected and repaired as is necessary. Contractors will be given a copy of our Health and Safety Policy

## **26. SAFETY TRAINING**

All employees will be:

- (a) Instructed in lifting and handling methods.
- (b) Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- (c) Advised of the nature and location of fire equipment and how it is safely operated.
- (d) Notified of any change in safety procedures.
- (e) Be offered first-aid training every three years.
- (f) Health & Safety induction training for new staff members
- (g) All pupils are taught S.P.H.E. which incorporates Road, Fire and Water Safety. Personal Safety is taught through the Stay Safe programme.
- (h) Children's First training will be conducted every three years.

## **27. DEFIBRILLATOR/ AED**

We have one defibrillator in the school. This is kept in the front foyer of the school. Training in the correct use of the defibrillator will be conducted as part of our First Aid training. The AED will be checked weekly.

## **CONCLUDING COMMENT**

This Safety Statement is available to our employees, outside services providers and inspectors of the Health & Safety Authority. We will update it as necessary and it will be reviewed at least once a year. The school is insured with Allianz and we shall comply with their requests or advice for remediation.