



Scoil Oilibhéir Naofa,  
Kilocloon,  
Co. Meath  
**17652 0**

# Safety Statement Policy

# Safety Statement

## Scoil Oilibhéir Naofa

The Board of Management of Scoil Oilibhéir Naofa recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work **Act, 2005**.

This Safety Statement sets out the Safety Policy of the Board of Management of Scoil Oilibhéir Naofa and sets out the means to achieve that policy. **The policy has been devised in conjunction with the *HSA Guidelines on Managing Safety, Health and Welfare in Primary Schools (2013)* and *Allianz: Key Fire Hazards and Controls Checklist Appendix 3*.** The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually **by means of updating the school Safety Statement** and report to staff. **An** inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.



# Declaration of Intent

The Safety, Health and Welfare Act 2005 requires employers to do what is reasonably practicable to ensure the Safety, Health and Welfare of all employees who work in Scoil Oilibhéir Naofa. The Act also requires employees to take reasonable care for their own safety and other persons affected by their acts or omissions co-operate with their employer and to use the protective equipment provided.

## *The Safety Policy of Scoil Oilibheir Naofa is that:*

- The standards of Safety, Health and Welfare will be maintained at the highest level.
- Safety at work is fundamental to the operation of Scoil Oilibhéir Naofa. The statutory obligations contained in the Safety Statement are the minimum standard of safety in Scoil Oilibhéir Naofa. Our aim will be to attain higher standards.
- An integral part of effective management in our operations is awareness that high standards of Safety, Health and Welfare are required.
- If any employee is found to have been culpably negligent in any matter of health and safety, or contributed to an accident through personal neglect, then that person will be subject to Disciplinary Action.
- The Workforce will select a Safety Representative so that full consultation can take place between employees and management to ensure that all employees derive the maximum advantage of safety standards.
- The Safety Statement will be continually monitored by the employer in consultation with the Safety Representative and amended as required.
- Employees at all levels, wherever employed, will receive sufficient training in the Safety, Health and Welfare aspects of their work to ensure that they are aware of potential hazards and the action required to overcome them.
- All employees will co-operate together and with the employer to prevent injury to themselves and to others. It is only with the active co-operation of all employees that good health and safety conditions may be attained.
- It is our aim to approach Safety and Health issues in a comprehensive and progressive way in order to remove many of the factors, which cause and influence the creation of unsafe and unhealthy conditions.

# *Policy Statement of Safety, Health & Welfare at work of the Board of Management of Scoil Oilibhéir Naofa*

1.1 The members of the Board of Management of Scoil Oilibhéir Naofa are:

<i>Position</i>	<i>Name</i>
Chairperson	Fr. Declan Kelly, PP
Secretary	Ken Keogan
Treasurer	Sheena Hopper
Recording Secretary	Lily Fahy
Board Member	Brian Clerkin
Board Member	Marian Guckian
Board Member	Kevin Sweeney
Board Member	Teresa Gillen

(updated Sept. 2022)

1.2 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- a) The provision and maintenance of all places in a condition that is safe and without risk to health
- b) The design, provision and maintenance of safe means of access to and egress from the school and its grounds.
- c) The provision and maintenance of appliances and equipment
- d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- e) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
- f) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- h) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- i) The safety and prevention of risk to health at work in connection with use of any article or substance
- j) The provision and maintenance of facilities and arrangements for the welfare of employees at work
- k) Obtaining, where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees
- l) The continuing updating of the Safety Statement

- m) The provision of arrangements for consultation with employees on matters of Health and Safety
- n) The provision of arrangements for the selection from amongst its employees of a representative.

1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public

1.5 The Board of Management of Scoil Oilibhéir Naofa will ensure that the provisions of the Safety, Health and Welfare at Work Act, **2005** are adhered to.

1.6 A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of Scoil Oilibhéir Naofa and the requirement under the Safety, Health and Welfare at Work Act, **2005**.

## ***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 anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
  - d. To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of 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, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of 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. ( see section 9 of Safety, Health and Welfare at Word Act 2005)
- 4.** Safety Staff Officer **Libby Carty**



## ***Consultation & Information***

It is the policy of the Board of Management of Scoil Oilibhéir Naofa:

- To consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard control forms.
- To have the Safety Statement available to all present and future staff on the school website. A hard copy is beside the Secretary's Office and a copy is available on request.
- That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## ***Hazards***

All staff and the Board of Management will complete Hazard Control Forms. Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management, in consultation with the employees will review and make recommendations on the elimination of Hazards.



## *Specific Hazards*

### 1. *Fire*

It is the policy of the Board of Management of Scoil Oilibhéir Naofa that:

- a. There is an adequate supply of fire extinguishers which will deal with any type of fire.
- b. All fire equipment is identified and regularly serviced
- c. Regular fire drills take place at least once a term.
- d. Instruction is given in the use of fire extinguishers for specific materials/equipment
- e. Fire alarms are clearly marked
- f. Signs will be clearly visible to ensure visitors are aware of exit doors
- g. All electrical equipment be unplugged or turned off outside school hours and when school is vacated for lengthy periods
- h. An assembly area is designated outside each building
- i. Exit signs are clearly marked
- j. There will be a named person in each unit responsible for fire drills and evacuation procedures
- k. The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.

### 2. *Other Hazards*

Other 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. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
- 10.Boiler house
- 11.Ladders
- 12.Excess Gravel on school yard
- 13.Protruding units and fittings
- 14.Flat roof of hall and flat roof of school
- 15.External store to be kept locked
- 16.Lawnmower

17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. 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):

- (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 its 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 must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) BOM Safety Officer will check that floors are clean, even, non-slip and splinter-proof.
- (i) School Safety Officer will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition. (PE Post Holder)
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.  
**Board of Management Safety Officer and Staff Safety Representative.**
- (l) Check that wooden beams, benches etc. Are free from splinters and generally sound.  
**Deputy Principal**
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. **Principal**
- (n) Check that there are no uneven/broken/cracked paving slabs. **Caretaker under Board of Management.**
- (o) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. **Board of Management Safety Officer**
- (p) Teachers check that manholes are safe.
- (q) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. **Board of Management Safety Officer**
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. **Principal and Board of Management Safety Officer**
- (t) Check that refuse is removed from building each day and is carefully stored outside. **Caretaker.**
- (u) All video display units should have a screen in front of the computer.





## ***Constant Hazards***

### ***1. Machinery, Kitchen Equipment and Electrical Appliances:***

It is the policy of the Board of Management of Scoil Oilibhéir Naofa that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

### ***2. Chemicals***

It is the policy of the Board of Management of Scoil Oilibhéir Naofa that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a separate room and protection provided for use when handling them.

### ***3. Drugs Medications***

It is the policy of the Board of Management of Scoil Oilibhéir Naofa that all medications, drugs etc. be kept in a proper medication cabinet, locked at all times and the key to be kept in a secure and safe place.

### ***4. Highly Polished or Wet Floors.***

It is the policy of the Board of Management of Scoil Oilibhéir Naofa that:

1. Floors will not be polished or made slippy
2. That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end, warning signs regarding wet floors will be used.

### ***5. The Code of Discipline/Anti Bullying Policy***

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

## ***6. 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 check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

### ***Smoking***

It is the policy of the Board of Management of **Scoil Oilibhéir Naofa** 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. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

### ***Visual Display Units***

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 Oilibhéir Naofa** 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***

It is the policy of the Board of Management of **Scoil Oilibhéir Naofa** that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the

Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

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

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid

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

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### ***Collecting Children***

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

A car park for staff use during school hours is located at the side of the building. Pedestrian access, including parents collection children, is forbidden through this area.

## ***7. Access to employees is by consent***

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Managements attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

### ***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.

## ***Accident/Incident Reporting Procedures***

The importance of recording all accidents and dangerous incidents is recognised in helping to identify hazards and to reduce further risks.

A formal accident reporting procedure has been adopted.

### ***Reporting of Accidents by Employees***

All accidents and near misses must be reported to the principal and recorded in the incident book. All employees are obliged to co-operate with investigations into the circumstances of such incidents.

## ***Reporting Procedures***

Once an accident is reported, the necessary action shall be taken by the teacher on yard duty on that day or by the principal. If the accident results in first aid treatment it is recorded in the accident logbook. If the accident results in an injury that requires hospitalisation, then an Accident Report Form must be completed, i.e. an accident investigation must be initiated.

## ***Accident Investigation***

- ❑ Accident investigation shall be carried out by the Safety Co-ordinator and/or the Principal.
- ❑ The conclusions of the investigation are logged and noted, the accident logged and noted and immediate steps taken to control the risk
- ❑ If an accident on the premises causes loss of life or disables a person from performing his/her normal duties for more than 3 days, the Health and Safety Authority must be formally notified.
- ❑ Where an accident is fatal, the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
- ❑ Please use the relevant forms which are enclosed.

# Emergency Procedure

<i>Department</i>	<i>Address</i>	<i>Telephone Number</i>
<i>Fire</i>	Fire Department	Dial 999
<i>Ambulance</i>	In case of fire, accident or serious illness	Dial 999
<i>Doctors</i>	Dr. Feighrey Dr. Bruton Dr. Cowhey	(01) 8255069 (01) 8255069 (01) 6289044
<i>First Aid</i>	First Aiders 1. <u>Jackie Byrne</u> 2. <u>All Teachers</u>	Tel: <u>01 6285816</u> Tel: _____
<i>Garda Stations</i>	Ashbourne Dunboyne Maynooth	Tel (01) 8010600 Tel: (01) 8252211 Tel: (01) 6291444
<i>Local Hospitals</i>	Crumlin Hospital Temple Street Hospital	(01) 4096100 (01) 8784200
<i>Health &amp; Safety Authority</i>	Hogan Place Dublin 2	(01) 6147000
<i>The Poisons Information Centre</i>	Beaumont Hospital Beaumont Dublin 9	(01) 8379964

## **Health and Safety Audit**

A Health and Safety Audit will take place on an annual basis by the School Safety Representative and the Board of Management Safety Officer.

## **Revision of this Safety Statement**

This statement shall be regularly revised by the Board of Management of Scoil Oilibhéir Naofa 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: 24<sup>th</sup> January 2022*

Principal: 

*Date: 24<sup>th</sup> January 2022*

Safety Officer: Marion Guckian

*Date: 24<sup>th</sup> January 2022 Nominee of BOM*

Safety Officer: Libby Carty

*Date: 24<sup>th</sup> January 2022 Nominee of Staff*

*Policy statement in accordance with the Safety, Health and Welfare at work act 1989*

*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 2005.*