

HEALTH & SAFETY STATEMENT

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 in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management and 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.

All records of accidents 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.

The Board of Management wishes to ensure that, in so far as is practicable :

- (a) the design, provision and maintenance of all places in the school will be safe and without risk to health.
- (b) there are safe access and egress routes to and from the school;
- (c) equipment and machinery will be operated safely.
- (d) activities such as sports are properly planned, organised, performed and supervised so as to be safe and without risk to health;
- (e) suitable protective clothing and head gear is provided where necessary;
- (f) children are adequately supervised during breaks;
- (g) adequate plans for emergencies are prepared and revised;
- (h) this statement will be regularly revised as necessity arises and will be re-examined at least on an annual basis.
- (i) employees will be consulted on matters of health and safety.
- (j) a safety representative is selected.

The Board of Management recognises that its statutory obligations under legislation extends to employees, students and other persons conducting school business and to the public. The Board of Management will 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 every employee 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 cooperate with his/her employer to such extent as will enable his/her employer to comply with any of the relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, equipment or anything provided for securing his/her safety, health or welfare while at work.
4. To report to the Board of Management without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.

No person will intentionally interfere with or misuse any appliance, protective clothing, convenience or equipment, for securing safety, health or welfare, of persons arising out of work activities. Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible. (section 9 of Safety, Health and Welfare At Work Act 1989)

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of Le Chéile NS to consult with staff in the preparation of the Health and Safety Statement, to give a copy of the *Safety Statement* to all present and future staff, and that any additional information regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.

EMERGENCIES

Contact details for all staff are held in the office. Contact details for all parents /guardians of pupils are held on the database in the office and also a hard copy is available in the office. At the beginning of each school year and regularly during the year parents /guardians are requested to update their contact details. This is done by way of written note sent home.

HAZARDS

Hazards which can be rectified will be dealt with as a matter of urgency. Those which cannot, will be clearly indicated and appropriate procedures listed beside them. The Board of Management in consultation with staff will review and make recommendations on the elimination of hazards, in so far as resources and circumstances allow.

FIRE

It is the policy of the Board of Management of Le Chéile National School that:

- there is an adequate supply of fire extinguishers which will deal with any type of fire,
- all fire equipment is regularly serviced,
- regular fire drills take place once a term,

- fire alarms are clearly marked,
- signs will be clearly visible to ensure visitors are aware of exit doors,
- all doors, corridors and entries will be kept clear of obstruction and can be opened at all times from within the building. Each teacher who has an exit in his/ her classroom must ensure it is kept clear. The PE hall and main doors ,the caretaker or the principal to see that they are free of obstruction.
- all electrical equipment is turned off outside office hours and when school is vacated for holidays.
- an assembly area is designated outside in the schoolyard,
- exit signs are clearly marked,
- bottled gas (if used) shall be stored in a secure place in such a manner as to minimise the danger of explosion in case of fire,
- all recommendations made by the 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.

Physical Hazards

- wet corridors
- electrical appliances including cooking appliances
- trailing leads
- windows opening out
- polished floors
- mats on corridors
- protruding units and fittings
- guillotine, laminator
- gas tanks
- ladders
- basketball-net supports
- gardening tools and equipment
- boiler house

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee page 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) PE equipment is to be stacked safely and positioned so as not to cause a hazard.

(i) Caretaker to check that wooden benches etc. are free from splinters and generally sound.

(j) Caretaker to check that there are no broken/cracked paving slabs.

(k) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.

(l) Check that manholes are safe.

(m) Check that all play areas are kept clean and free from glass before use.

(n) Check that outside lighting works and is sufficient.

(o) Check that refuse is removed from building each day and is carefully stored outside.

CONSTANT HAZARDS

It is the policy of the Board of Management of Le Chéile NS that machinery, kitchen equipment and electrical appliances shall be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances: All appliances will be subject to annual maintenance checks by a competent person ie. Maintenance electrician, the supplier or his agent, caretaker.

Before using any appliance the user should check that it is in appropriate condition for use.

Chemicals: It is the policy of the Board of Management that all detergents, chemicals, photocopier toner etc. shall be stored in identifiable containers and are kept in a secure storage area.

Floors: It is the policy of the Board of Management that washing of floors shall be conducted after school hours, to ensure elimination of danger of slipping. To this end warning signs regarding wet floors will be used.

Drugs and Medication: It is the policy of the Board of Management that all drugs, medications, etc. shall be kept in a secure cabinet and used / administered only by trained and authorised personnel. Permission must be given in writing for staff members to administer medication. Cf Administration of Medicine Policy

Welfare: To ensure the continued welfare of staff and children, toilet and cloakroom areas are provided. A staffroom separate from the work area is provided, where breaks and lunch may be taken. Staff are requested to maintain a high standard of hygiene in this area.

Appropriate facilities for waste disposal are available. An adequate supply of hot and cold water, towels, soap and sanitary disposal facilities will be available.

Staff and students are reminded that:

- A person who is under medical supervision or on prescribed medication who has been certified fit for work, should notify the school of any known side effect or temporary physical disability 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.
- 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.

Smoking:

It is the policy of the Board of Management that Le Chéile NS will be a no smoking area and notices to that effect are displayed.

Broken Glass:

Staff are requested to report broken glass to the caretaker so that it can be safely removed. The caretaker will exercise vigilance around the school grounds to ensure that any bottles or broken glass are removed.

Infectious Diseases

In the event of an outbreak of a contagious infection e.g. chicken pox, measles etc. all families of children in that class will be notified by letter and guidelines followed as per HSE publication 'Infectious Diseases in the Primary School'.

The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and will provide disposable gloves for use in all First Aid applications, cleaning tasks etc. Toilets will be provided with an adequate supply of water, soap, towels and facility for waste disposal of waste.

FIRST AID

It is the policy of the Board of Management that at least one member of staff be trained to provide First Aid to staff and pupils. Currently this is Niamh O' Sullivan. First Aid supplies are kept in the staffroom. Ice packs are kept in the fridge in the kitchen. Ann Kiely will oversee the maintenance of first aid supplies.

All accidents will be recorded in the accident report book held in reception.

HEALTH ISSUES

The school's enrolment form requests parents/ guardians to furnish the school with details of any allergies or illnesses of the child. This information is given to the class teacher and posted on a notice board in the staffroom. Liz Maxwell is responsible for keeping this noticeboard updated.

ADMINISTRATION OF MEDICATION: see separate policy and forms.

In the event of sickness or accident to a child, the teacher makes a considered judgement as to how this should be dealt with. This may include consultation with a colleague, principal or deputy principal. The parents/ guardians will be contacted if deemed necessary. In an extreme emergency where a child may need to be brought to hospital, an ambulance will be requested, while contact is being made with parents/ guardians.

HEAD LICE: If a teacher or ancillary staff member becomes aware of a child experiencing an infestation, he/she will bring this to the attention of the HSCL teacher and/or principal, with a view to contacting the parent. All pupils in that class will be issued with a letter including what measures to follow.

HEALTHY EATING: The school operates a healthy eating policy in line with HSE guidelines. Most children avail of school snacks and lunches provided by Carambola, funded by DES.

CLOTHING /PROTECTION

Parents /guardians are reminded of the need for children to wear suitable clothing coming to school to compliment the uniform i.e. flat shoes or runners, no mules or high heels and a jacket /coat for wet /cold weather. Large hooped earrings and large finger rings are also considered dangerous and are not allowed as per our Code of Behaviour.

If a child's uniform gets wet during the day, a replacement will be offered if possible from school stock, and the parent informed when collecting the child. If a child soils him/herself, the parent /guardian is contacted to bring a change of clothing or to take the child home if necessary. Pupils in Early Start, infants or with particular special needs who need nappy changing, arrangements will be in place as per Toileting and Intimate Care policy.

When pupils are going on outdoor trips or tours, parents are informed of this in advance and let know if boots or sun protection are required.

Human Factor Hazards

- anti social/aggressive behaviour by employees, pupils or parents
- lack of hygiene or pupils with infectious diseases
- unauthorised persons entering the school premises
- work persons using drills etc. for prolonged periods during class time.

To minimise these dangers proper safety/protective measures must be adhered to. It is the policy of the Board of Management that all incidents, no matter how trivial and whether to employees, pupils or to members of the public, must be reported immediately. An Accident Report File shall be maintained for the recording of all accidents and incidents.

Class teachers should bring their class to the yard at break times and wait until the teachers rostered arrive. Teachers rostered for supervision should be vigilant in being on time for duty.

ACCESS TO SCHOOL

Persons coming onto the school premises must identify themselves clearly to the Principal, Vice Principal or Secretary before gaining admittance to the school. The lobby areas at the front and rear doors are fitted with CCTV cameras and intercom. The password on the exterior doors will be changed termly and more often if necessary for security. All visitors are requested to sign in at reception. Any contractor must make direct contact with the Principal or Vice Principal before initiating any work on the school premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

Drop Off / Collecting Children

All parents/ guardians /carers in the interest of safety must obey all signs upon entering the school grounds. Cars should be driven slowly on entering the grounds and only parked in the designated areas. Adults should accompany children to the door at the rear of the building for drop off in the morning and wait with them until door opens at 8.50 am. Collection is from the class teacher at the front door in the afternoons.

Any parent requesting to remove a child early is required to sign the child out at reception. Children will only be given into the care of persons nominated by the parent/ guardian and who have been notified to school personnel.

Regulations for Contractors and Workpersons

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. Where such work is taking place, which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

The contractor and his workmen shall not create any hazard permanent or temporary without informing the Principal or Vice Principal and shall mark such hazard with warning signs or other suitable protection.

Access to and operation of plant/equipment is restricted to qualified persons. All such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.

All machinery and electrical equipment must be fitted with adequate safeguards. Precautionary notices in respect of safety matters are to be displayed at relevant points. Ladders must be used with another person's assistance or held at the base at all times.

Fire exit doors must be kept clear. Cars, trucks, vans etc. may not drive on the schoolyard during school hours or when children are at play.

Contractors must supply their own equipment (e.g. drills, ladders, scaffolding). Extension cords must be in good condition and have no damaged or exposed wires. Welding equipment must be adequately earthed when in use.

All accidents, incidents, near misses, fires or similar emergencies such as chemical spills, however small must be reported immediately to the Principal or Vice Principal.

Hire / Use of school facilities by outside groups:

cf. Policy on Use of School by Outside Groups.

Communication:

A copy of this statement will be on display in the groundfloor corridor; hard copy in the principal's office and also available on the school website.

Review:

A safety audit will be carried out annually in October (as per DES guidelines). This policy will be reviewed every two years.

SIGNED: _____

Chairperson, Board of Management,

DATE: _____