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| **Safety Statement 2013**  Statement on General Policy  The Board of Management of St. Conleth’s NS. 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 St. Conleth’s NS. and sets out the means to achieve that policy. 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 and report to staff. This 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.  Signed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairperson Board of Management  Date / / |

*The members of the Board of Management of St. Conleth’s NS. Are;*

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*Chairperson: Mary Marsden*

*Secretary: Liam Mitchell*

*Recording Secretary; Bernie Concannon*

*Treasurer: Carmel Daly*

*Safety Agent; Joe Brogan*

*Safety Rep. of Staff; Rebecca Samuels*

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| **Policy Statement on Safety, Health and Welfare at Work of the Board of Management of St. Conleth’s NS. Kilconly**   * 1. 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, 2005 are applied.   2. Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:  1. The design, provision and maintenance of all places in a condition that is safe and without risk to health 2. The design, provision and maintenance of safe means of access to and egress from places of work 3. The design, provision and maintenance of plant and machinery 4. The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health 5. The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour 6. The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees 7. The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees 8. The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc. 9. The safety and prevention of risk to health at work in connection with use of any article or substance 10. The provision and maintenance of facilities and arrangements for the welfare of employees at work 11. Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees 12. The continuing updating of the *Safety Statement* 13. The provision of arrangements for consultation with employees on matters of Health and Safety 14. The provision of arrangements for the selection from amongst its employees of a Safety representative     1. The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and to the public.     2. The Board of Management of **St. Conleth’s NS** undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 2005 are adhered to.     3. A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of **St. Conleth’s NS** and the requirements under the Safety, Health and Welfare at Work Act, 2005   **Duties of Employees**  1. 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 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 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 use alone or for use by him/her in common with others) 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 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.  Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible. Consultation and Information It is the policy of the Board of Management of **St. Conleth’s NS**   * + to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms   + to give a copy of the *Safety Statement* to all present and future staff   + 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 Hazards1. Fire *It is the policy of the Board of Management of* ***St. Conleth’s NS*** *that:*   1. There is an adequate supply of fire extinguishers which will deal with any type of fire 2. All fire equipment is identified and regularly serviced 3. Regular Fire drills take place at least once a year. 4. Instruction is given in the use of Fire Extinguishers for specific materials/equipment 5. Signs will be clearly visible to ensure visitors are aware of exit doors 6. All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods. Each teacher is responsible for his/her classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher’s responsibility. Cleaner to check when cleaning. 7. An assembly area is designated outside each building (specify location for your school). 8. 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/Safety Officer will see they are free of obstruction. 9. Exit signs are clearly marked 10. Principal/deputy principal is responsible for fire drills and evacuation. 11. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.   **2. Other hazards should be specified here**  Examples  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/toilet areas/classrooms* 2. *Trailing leads* 3. *Printers, Computers/photocopiers* 4. *Guillotine* 5. *Projectors* 6. *Fuse Board* 7. *Electric kettles* 8. *Boiler house, storage sheds* 9. *Ladders* 10. *Excess Gravel on school yard* 11. *Protruding units and fittings* 12. *External store to be kept locked* 13. *Lawnmower* 14. *Paths around perimeter of school building* 15. *Garden stores* 16. *Icy surfaces on a cold day* 17. *Mats in hall* 18. *Windows opening out* 19. *Toilets, water, towels, sanitary disposal units, hand dryers, floors,* 20. *Pebble Dash on the external render of the school* 21. *School Playground.* 22. *Tarmacadam area in front and at rear of School.* 23. *Playing (grass) area to side ,front and back of School.* 24. *School gates* 25. *Sharp corners on School Building.* 26. *Perimeter Fencing and Walls.* 27. *Attic Stairs* 28. *Classroom Equipment (rulers, ballpoint pens, compasses etc.)* 29. *School Furniture. PE equipment* 30. *Electrical Appliances.* 31. *Cleaning Materials (Chemicals etc.)* 32. *Doors* 33. *Basketball uprights/goalposts* 34. *School and wildlife garden*  Safety/ protective measures 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. 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/teacher will check that PE equipment is stacked securely and in positioned so as not to cause a hazard. 10. Check that all PE and other mats are in good condition. 11. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative. 12. Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management. 13. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer. 14. Check that all play areas, especially sand pits, are kept clean and free from glass before use. 15. Check that outside lighting works and is sufficient. Board of Management. 16. Check that all builder’s materials, caretakers’ maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer. 17. Check that refuse is removed from building regularly and is carefully stored outside. Caretaker.   **Constant Hazards**  1. Machinery, Kitchen Equipment and Electrical appliances  It is the policy of the Board of Management of ***St. Conleth’s NS***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. 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 ***St. Conleth’s NS***that all chemicals, detergents toner, etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area(outside store), and protection provided to be used when handling them. Drugs Medications It is the policy of the Board of Management of *St. Conleth’s NS* that all medications, drugs, etc be kept in a proper medication cabinet, locked at all time, keys to be kept in a secure and safe place.  The Administration of Medicines in Kilconly N.S.  While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers in the school to personally undertake the administration of medicines.   1. The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. 2. Non-prescriptive medicines will neither be stored nor administered to pupils in the school. 3. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. The medicine should not be kept by the pupil but in a locked cupboard or in the principal's office out of reach of pupils. Certain medicines such as inhalers used by asthmatic children, must be readily accessible at all times of the day. 4. The medicine should be self administered if possible, under the supervision of an authorized adult. 5. A written record of the dates and time of administration must be kept. 6. A teacher should not administer medication without the specific authorization of the Board. 7. No teacher can be required to administer medicine or drugs to a pupil. 8. In emergency situations qualified medical assistance will be secured at the earliest opportunity. 9. Parents of pupils requiring medication during school hours should write to the Board authorise a member of staff to administer the medication in school. 10. Written details are required from the parents/guardian to the Board of Management giving the name of the child, name and dose of medication; whether the child should be responsible for /his own medication; the circumstances in which medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and where she/he can be contacted. It is the parent's responsibility to check whether or not the authorized teacher is in the school unless alternative arrangements can be made locally.   In administering medication to pupils teachers should exercise the standard of care of a reasonable and prudent parent.   1. Where children are suffering from a life threatening condition, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. 2. Parents are required to indemnify the Board of Management and authorized members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly. 3. Where possible the family doctor should arrange for the administration of prescribed medicines so that they do not coincide with school time. 4. Where permission has been given by the Board for the administration of medicine only the smallest possible dose should be brought to the school, preferably by the parent with clear written instruction for administration. 5. Changes in prescribed medication or dosage should be notified immediately in writing to the school.  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.  Members of staff and students are reminded:  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. 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. Infectious Diseases **Infectious Diseases**  It is the policy of the Board of Management of ***St. Conleth’s NS***. 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, hand driers and a facility for the safe disposal of waste. Highly Polished Floors It is the policy of the Board of Management of ***St. Conleth’s NS***that:-  Floors will not be polished or made slippy (or specify a non slip polish).  That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used. Smoking In line with current legislation the school and its environs is a smoke free zone.  Code of Discipline  The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.  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 Management’s attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. Trained First Aid Personnel It is the policy of the Board of Management of ***St. Conleth’s NS***that: -  An employee will be trained to apply First Aid to other employees. It is the policy of the Board of Management of ***St. Conleth’s NS*** that a member of staff shall be trained to provide First Aid to staff and pupils. Notices are posted in Staff room detailing:  * arrangements for giving first aid, * location of first aid boxes, * procedure of calling ambulances etc…., * telephone numbers of local Doctor, Gardaí, Hospital.  1. 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 or Safety reps.   **First Aid Box**  All required remedies and equipment are made available for first aid function.  There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:   * Elastoplast plasters * Wasp Eze * Tape * Disinfectant (e.g) Savlon * Antiseptic cream * Cotton Bandage * Cream for First Aid treatment of Burns * Antiseptic Wipes * Burn Spray * Ice Pack * Resuscitation Mask * Scissors * First Aid Chart * Disposable gloves must be used at all times when administering First Aid. * Hot water and soap will be available and should be used before and after administering First Aid.   Other items  Access To School  Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Deputy Principal or Secretary before initiating any work on the school premises.  It is the policy of the Board of Management ***St. Conleth’s NS***to minimise sound pollution – room to room, yard to room etc.  When people are working on the premises with drills or other loud implements they must wear protective earmuffs. 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. If work is in progress during the school day, any noise shall be avoided wherever possible 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.  All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.  When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff. Arrangements will be made to ensure the protection of staff from violent or disturbed children **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 approaching school grounds when dropping off and collecting children. 3. Those parking outside the school grounds are advised to accompany young children to and from the school premises. 4. Children travelling by bus will be reminded about the need for care while waiting for and alighting from the bus. The BOM is not responsible for those children travelling on the school bus.  **Revision Of This Safety Statement** This statement shall be regularly revised by the Board Of Management of ***St. Conleth’s NS***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:  Chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_  Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_  SafetyOfficer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_  Nominee of BOM  Safety Rep.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_  Nominee of staff |

This Policy may be linked to other relevant school policies such as;

**Administration of Medicines**

**Code of Behaviour**

**Anti-bullying Policy**

**Complaints Procedure**

**Children with Special Needs**

**Child Protection**

**Enrolment Policy**

**School Outings**

**Etc.**

***(This document was 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)***