

# **SAFETY STATEMENT**

## *Ardfert National School*

The Board of Management of Ardfert N.S. 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 or more frequently if necessary, 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 Safety Officers 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.

The Board of Management of Ardfert N.S. wishes 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. (*Children not allowed run after 8.45 a.m to allow safe access*).
- Plant and machinery may be opened 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.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised 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 Board of Management of Ardfert N.S. recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management of Ardfert N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare Act 2005 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 maybe 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 lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

4. 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.

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 otherwise, 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. (*Welfare at Work Act 1989*).

### **Consultation and Information**

It is the policy of the Board of Management of Ardfert N.S. 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.

### **Fire**

It is the policy of the Board of Management of Ardfert N.S. that:

1. 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. (*Copy of Certificate attached*).
2. The Principal will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (*Responsibility of Board of Management Safety Officer*).
4. Signs should be clearly visible to ensure that visitors are aware of exit doors and routes. (*Staff Safety Officer*).
5. 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. Main door – Principal will see that it is free of obstruction.
6. A plan of the school shows assembly points outside the school.
7. Assembly areas are designated outside each building and the locations specified.
8. Exit signs shall be clearly marked.
9. 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, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
10. Principal shall be responsible for fire drills and evacuation procedures.
11. All recommendations made by a 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:

- Wet Corridors.
- Trailing Leads.
- Typewriters and Computers.
- Guillotine.
- Projectors.
- Electric Kettles and Burco Boilers.
- Boiler House.
- Ladders.
- Excess gravel on school yard
- Protruding units and fittings.
- Flat roof of school.
- Internal/External store to be kept locked.
- Icy surfaces on a cold day.
- Mats in hall.
- Windows opening out.

To minimise these dangers the following safety/protective measure must be adhered to (*see duties of employee pages 1-2 of this document*).

- 1) Access to and operation of a 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.
- 2) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- 3) Where applicable the 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) Pre-cautionary 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) P.E Post Holders will check P.E equipment is stacked securely and is positioned so as not to cause a hazard.
- 10) Check that all P.E and other mats are in good condition. (*Teachers*).
- 11) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (*Board of Management Safety Officer and Staff Safety Officer*).
- 12) Check that wooden furniture, benches etc. are free from splinters and generally sound. (*Teachers*).
- 13) Check that benches are stable and do not wobble when in use. (*Teachers*).
- 14) Check that there are no uneven/broken/cracked areas in school yard and footpaths. (*Caretaker and Board of Management Safety Officer*).
- 15) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. (*Caretaker and Board of Management Safety Officer*).
- 16) Check that manholes are safe. (*Caretaker*).
- 17) Check that all play areas especially sand pits and shelter are kept clean and free from glass before use. (*Caretaker*).

- 18) Check that outside lighting works and is sufficient. (*Board of Management Safety Officer*).
- 19) Check that all “*recyclables*” are removed from classroom each day. (*Coiste Glass*)
- 20) Check that all builder’s materials, caretaker’s maintenance equipment, external stores etc. are stored securely. (*Principal, Board of Management Safety Officer*).
- 21) Check that refuse is removed from building each day. (*Caretaker and Cleaner*).

### **Constant Hazards**

(*Machinery, kitchen equipment and electrical appliances*).

It is the policy of the Board of Management of Ardfert N.S. 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. Authorised and competent sixth class pupils will be allowed fill the Burco Boiler between 9.00 a.m and 9.30 p.m. Burco Boiler will be unplugged. When full a teacher will plug it in.

### **Covid 19 Hazards**

The following measures have been undertaken to prevent the introduction and spread of Covid 19 in Ardfert Central N.S.

- Lead Worker Representative and Deputy Lead Worker Representative appointed.
- Covid 19 response Plan drawn up, emailed to all staff, parents and ratified by the Board of Management.
- All signage as per Department of Education and Skills guidance displayed throughout the school and its environs.
- PPE equipment purchased and distributed. New cleaning regime drawn up in consultation with cleaning staff and approved by the Board of Management.
- All cleaning materials purchased according to DES guidelines through procurement process as advised by the DES.
- On the first day of the new school year all children will be informed of the new rules introduced to prevent the introduction and spread of Covid 19.
- All staff (teaching and auxillary) have undertaken induction training provided by the DES.
- Covid 19 Risk Assessment completed and attached.

### **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 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 Ardfert N.S. 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 locked 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 Ardfert N.S. that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and classroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in the Staffroom area. A high standard of hygiene must be achieved at all time. Adequate facilities for waste Disposal must be available. An adequate supply of hot and cold water, towels, 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 Ardfert N.S. 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 and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is the policy of the Board of Management of Ardfert N.S. 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. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

### **Visual Display Units**

It is the policy of the Board of Management of Ardfert N.S. that the advice contained in the guidelines on the safe operation of visual display units issued by the Health & 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 Ardfert N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of the 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 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 Ardfert N.S. that a member of staff will 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, Hospital, Gardaí.....
  
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. Also, all accidents and incidents must be recorded in the blue Incident Book kept in Learning Support Room. 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
  - Ice Packs

Disposable gloves must be worn at all times in administering First Aid.

## **Polling Station**

Ardfert National School acts as a Polling Station for various elections and referenda. All main doors are wheelchair friendly. People will enter and leave the premises in an orderly fashion.

- The rooms in use as Polling Stations will be marked clearly and voters will not have access to other parts of the school.
- Children must be accompanied by parents at all times.
- The front gate will be opened to allow access to Polling Staff, gardaí and wheelchair users.
- The school will be opened and closed by the caretaker.

- Smoking on the premises is not allowed.
- Heating and lighting will be provided by the school.
- The kitchen facilities will be available to Polling Staff and candidate representatives and due care will be taken when using these facilities.

**Ratification and Communication**

The Board of Management ratified this Safety Statement at its meeting on Thursday 10<sup>th</sup> September. Copies of this Safety Statement will be circulated and communicated to all members of staff, parents and guardians. This will also be published on the school website.

Signed: Yvonne Ellis  
Chairperson Board of Management

Dated: 10-9-2020