

Health and Safety Statement of Robertstown National School

The Board of Management of Robertstown National School brings to the attention of its staff, the parents of the children in the school and wider school community, the following arrangements for safeguarding the safety, health and welfare of pupils and 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 Officer(s) and the Deputy Principal 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 Robertstown National School, 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.
- ◆ 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 all pupils and fellow staff members.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health 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 of Management as necessity arises, and shall be re-examined 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 appointment of a health and safety officer within the school.

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

The Board of Management of Robertstown National School, undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

Duties of Employees

It is the duty of every employee while at work:

- (a) To comply with relevant safety and health legislation and 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 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.
- (d) 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.

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 (Safety, Health and Welfare at Work Act 2005).

Consultation and Information

It is the policy of the Board of Management of Robertstown National School, to consult with staff in preparation and completion of hazard

control forms, to give a copy of the Health and Safety Policy 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.

Fire

It is the policy of the Board of Management of Robertstown National School, that:

- (i) 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.
- (ii) The Special duties post holder will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked by Special duties post holder.
- (iv) Exit signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) 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. The principal will ensure that all main entrances and exits are free from obstruction.
- (vi) A plan of the school showing assembly points on the astro pitch and black yard
- (vii) Assembly points are designated outside the building ()
- (viii) Exit signs shall be clearly marked.
- (ix) 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. The staff room is every staff member's responsibility. The cleaner will also check that all electrical appliances are plugged out when cleaning.
- (x) The Principal shall be responsible for fire drills and evacuation procedures. In the event that the principal is absent from the school for a period of time then the deputy principal will be responsible.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Fire Routine Procedure

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school.

Sequence

- ✓ Alarm
- ✓ Call the fire brigade
- ✓ Evacuation
- ✓ Assembly
- ✓ Roll Call

Alarm

Anyone (child or staff) who discovers an outbreak of fire should raise the alarm at once by pushing the button on the emergency fire alarm warning system. The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and the fire drill procedure should be put into operation at once.

- ✓ When the fire bell is sounded the children should stand up, push in their chairs and make sure that the passageways are free of schoolbags.
- ✓ Teacher should collect his/her Class List (located by fire exit door).
- ✓ Children should walk in an orderly manner to the nearest fire exit door.
Children must not run nor stop in any circumstances. Children must not laugh, talk or make unnecessary noise.
- ✓ Teachers are to check that no children are in the toilets or other rooms.
- ✓ Teachers are to close the classroom door when the last child has left.
- ✓ Children in the Support Rooms are to be brought to the designated Fire assembly Point by the relevant Support Teacher.
- ✓ Children who are on messages are to exit the building at their nearest point and then join their class at the designated Fire Assembly Point.
- ✓ Children are to walk to the Designated Fire assembly Point by the most direct route.

- ✓ When lined up at the designated Fire Assembly Point the teacher will call the roll to ensure that each child marked present for that day/ is accounted for.
- ✓ Teachers will then inform the Safety Officer
- ✓ If a child is missing teachers will inform the safety officer immediately.
- ✓ Teachers and children are to return to class only when the fire alarm has stopped and the building is safe.
- ✓ Ancillary staff are to exit the building through the nearest exit door.
- ✓ Class teachers are responsible for ensuring additional staff such as SNA's, students on work experience, volunteers etc. are recorded as present at the fire assembly points.

With the exception of a search for missing persons, no one will be allowed to re-enter the building to retrieve their clothing, books etc until permission is given by the Fire Brigade or in the case of a drill, by the principal teacher.

The officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated

Calling Fire Brigade

All outbreaks will dictate whether fire-fighting operations should be attempted.

The important thing to be remembered is that fire fighting must always be secondary to life safety. While small fires, can often be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Designated Fire Assembly Point

As indicated on the attached school plan.

Hazards/Risks within the school (Internally and Externally).

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
2. Climbing frames
3. Oil tank
4. Trailing leads
5. Computers
6. Guillotine
7. Projectors
8. Fuse Boards
9. Electric kettles/ boiler
10. Boiler house
11. Ladders
12. Protruding units and fittings
13. External store to be kept locked
14. Lawnmower
15. Slabs around perimeter of school
16. Garden stores
17. Icy surfaces on a cold day
18. Loose mats in halls/corridors
19. Windows opening out
20. Clay cutters

To minimise these dangers the following safety/ protective measures must be adhered to:

- (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 the 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 and in the event that damage has occurred each member of staff should report same to the Principal.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Pupils will be prohibited from using glass bottles. Broken glass will be removed immediately on discovery.
- (h) The Board of Management/Safety Officer will check that floors are clean, even and non-slip..
- (i) The Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) The Principal will ensure that all PE equipment is in good condition.
- (k) The Principal and safety officer will check that seats, tables, benches etc. are free from splinters and generally sound and fit for purpose.
- (l) The Principal and safety officer will check that there are no uneven/broken/cracked paving slabs/areas of concrete/tarmac. The caretaker will also check and report on same.
- (m) The Safety Officer will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- (n) The Principal and Teachers will ensure that manholes are correctly covered when on yard duty etc.
- (o) The Principal, Teachers and SNA will check that all play areas, are kept clean and free from glass or other dangerous/sharp materials before use.
- (p) The Principal will ensure that all outside lighting works and is sufficient.
- (q) The Principal will ensure that all builder's materials, caretakers' maintenance equipment and external stores etc. are stored securely.
- (r) The cleaner will ensure that all waste is removed from bins inside the school building and put in the appropriate bins outside.
- (s) Ensure that an adequate pest control system is in operation.
- (t) Trailing leads should be eliminated where possible.
- (u) Running is strictly forbidden in corridors and class rooms. Strict Discipline will be maintained. Children should walk in lines as outlined on the corridor floors and bags and equipment should be placed neatly so as not to cause a 'tripping' hazard
- (v) Pupils are not permitted to sharpen both ends of pencils.
- (w) Large numbers of pupils entering and exiting the building at the same time should be avoided and the solution is the staggering of classroom entry where possible.

- (x) A maintenance log book is available in the staff room. Members of staff should record any daily maintenance requirements and faults in the book.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Robertstown 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.

Electrical Appliances

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 (brought to the attention of the Principal).
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Electricity Cabinet / Cupboard

It is the policy of the Board of Management of Robertstown, to ensure that the doors of the Electricity cupboard are closed at all times. No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses.

Repairs

Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by office staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking mechanisms to prevent electrocution, they should still be switched off before accessing the interior. Care must be observed to avoid hot surfaces. Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.

Major Faults

Major faults, including any electrical faults, frayed wiring must be reported immediately and the machine must be switched off. A printed notice should be posted on the machine immediately stating ' Out of Order'.

Boiler house

Only authorised persons will be allowed into the Boiler house. All persons so authorised will be made aware of the special hazards i.e high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boilers house will be kept clean and tidy at all times. A safety sign outlining hazards will be kept in the boiler house.

Chemicals

It is the policy of the Board of Management of Robertstown NS, that all chemicals, photocopier toner, cleaning agents & detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in the locked cleaning/store press in the corridor and protective clothing will be provided when handling same.

Drugs And Medication

It is the policy of the Board of Management of Robertstown NS, that all drugs, medications, etc., shall 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 health and welfare of the staff and children, toilet and cloakroom areas with handwashing facilities 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 throughout the school. 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 throughout the school building.

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 (Refer to Substance Use Policy).

School Surfaces

Internal Surfaces

It is the policy of the Board of Management of Robertstown NS, 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. Proprietary heavy duty entrance mats have been installed inside each main door.

External Surfaces

Attention is drawn to the possibility of outside paths and surfaces being affected by frost and ice in cold weather. Paths and ramps into the school will be salted/gritted as much as practicable and possible during icy and frosty conditions. Parents and any other visitors who will enter and exit the carpark will take due care and consideration for the conditions at these times and to remind their children to enter the school building with caution.

Smoking

It is the policy of the Board of Management of Robertstown NS that smoking is strictly prohibited anywhere on the school grounds.

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

It is the policy of the Board of Management of Robertstown NS, that 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 recommended and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of Robertstown 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, and paper hand towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Robertstown NS, that all members 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 accidents/incident no matter how trivial they may seem 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 / Safety Officer 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

Administration of Medication

As a general rule, teachers will not be involved in the administration of medication to pupils, the exception here maybe where a child may require medication as a result of an allergic reaction or other urgent medical condition. In exceptional circumstances, where a teacher(s) agrees to become involved in the administration of medication the following guidelines will be adhered to:

- The parents of the pupil concerned will be asked to contact the Principal requesting the Principal to authorise a teacher(s) to administer the medication.
- The request must also contain written instructions of the procedure to be followed in administering the medication.
- The Principal, having considered the matter, may authorise a teacher(s) to administer medication to the pupil.
- If the teacher(s) is so authorised she/he will be properly instructed by the Board of Management / Principal.
- A teacher(s) will not administer medication without the specific authorisation of the Principal / Board of Management.
- In administering the medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent.

- The school's insurers will be notified accordingly.
- The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

School Trips/Fieldwork etc.

In terms of out of school trips, sporting events and fieldwork etc. different precautions will be taken to include:

- Teachers informing the school Principal of any trips/outings that they plan to undertake outside of the school.
- Teachers informing parents of any trips/outings that they plan to undertake outside of the school.
- The school seeking consent from parents for swimming and school tours along with certain other tours.
- Teachers bringing a full first aid kit when going on any school tours, outings and to sporting events etc.
- Teachers bringing any medications required by children i.e Epipens on any school outings.
- Staff members refraining from transporting any children in their own cars.
- Teachers visiting any sites that they intend to visit for fieldwork purposes etc. in advance of visiting them with their class(es) to determine if the site is safe and secure.
- Teachers ensuring that all buses used for the purpose of outings and trips are safe and secure and that all children are wearing their safety belts. Teachers have the right to refuse any bus that they deem unsuitable for their outing.
- Teachers bringing a full list of parent contact details on the school outing.
- Teachers ensuring that all children behave in line with the School's Code of Behaviour when on trips and outings.

Access To School -buzzer

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.

Dropping off and Collecting Children

- (1) All parent/guardians/carers in the interest of safety must co-operate/comply with our set down and parking policies.
- (2) Cars are advised to park outside the school grounds safely taking account of pedestrian and vehicular traffic when doing so.
- (3) Parents/guardians/carers are asked to remind children of the protocol for entering and exiting the school once dropped off i.e by walking along the path to the school gate and once inside the school not backing out again..
- (4) Parents/guardians/carers are asked to ensure that all younger children remain in the car when older children/siblings are being collected from school unless the younger child/children is/are held by the hand by the parent/guardian/carer.

Concluding Comment

This statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised, or updated at a future dates so as to comply with the changes in conditions. All amendments and updates will be recorded in the Safety statement.

Signed: William Byrne
Chairperson of the
Board of Management.

Members of the Board of Management 2016-2019: