

# **Health and Safety Statement**

## **Statement on General Policy**

The Board of Management of St.Colman's N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989.

This Safety Statement sets out the Safety Policy of the Board of Management of St.Colman's N.S. 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 employees and pupils and to meet our duties to members of the public who visit the school.

This policy was reviewed and updated following the completion of an extension to the school in October 2009.

A Health and Safety seminar was held for all staff in March 2009 and was facilitated by Sean Murray, a Health and Safety Officer. The school Health and Safety Representative is Ms. Helena Power.

The policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the policy statement in line with any changes in legal requirements, operational changes or resources available.

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.

## **Policy Statement on Safety, Health and Welfare at Work of the Board of Management of St.Colman's N.S.**

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 Act, 1989 will be applied.

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

- The design, provision and maintenance of all places are in a condition that is safe and without risk to health
- The design, provision and maintenance of a safe means of access to and from places of work.
- The maintenance of any machines
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as is necessary to ensure the safety and health at work of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies i.e. fire drill , accidents/injuries etc
- The safety and prevention of risk to health at work in connection with use of any article or substance
- The provision and maintenance of facilities and arrangements for the welfare of employees at work
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees
- The continuing updating of the safety statement
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a representative

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, any person legitimately conducting school business and to the public.

## **Duties of Employees**

It is the duty of every employee while at work to:

1. 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. 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. Use in such a 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. Report to the Board of Management without unreasonable delay, any defects in equipment, place 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 of 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. Colman's N.S.

- To consult with staff in preparation and completion of the Health and Safety Statement and of Hazard Control forms
- To make available 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 Board of Management will complete Hazard Control Forms on a regular basis. Some hazards can be rectified but others remain constant.

The hazards are 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 Controls/Actions taken**

### **Fire**

It is the policy of the Board of Management of St.Colman's N.S. that:

- There is an adequate supply of fire extinguishers which will deal with any type of fire
- All fire equipment is identified and regularly serviced
- Regular fire drills take place ( at least once a year)
- Instruction is given in the use of fire extinguishers for specific materials/equipment
- Fire Alarms are clearly marked
- Signs will be clearly visible to ensure visitors are aware of exit doors
- All electrical equipment be unplugged or switched off outside school hours and when school/room is vacated for lengthy periods
- An assembly area is designed outside, by the front wall of the school grounds
- Those leaving the building should inform the Principal/Secretary
- All exit signs (doors and emergency exit windows) are clearly marked
- All exits, doors and windows will be kept free from clutter, furniture etc.

## **Hazards**

- Drinking water available from main Kitchen in the hall and from the staff room
- Manhole covers in yard may be slippery when wet
- Floor inside main entrance may be slippery on wet days due to dampness and moisture being brought in on footwear
- Emergency exit windows not to be opened normally as they may be a risk to persons walking around school
- P.E. equipment in store room is to be stored as neatly as possible so as to avoid causing a hazard
- Low percentage of asbestos in ceilings and facia of old part of building - not to be disturbed or used to hang art, decorations etc.

## **Constant Hazards**

### **Machinery, Kitchen Equipment and Electrical Appliances**

It is the policy of The Board of Management of St.Colman's N.S. that Machinery, Kitchen Equipment and Electrical Appliances are to be used by competent and authorised persons only. Such appliances and equipment will be subject to regular maintenance checks.

### **Chemicals**

It is the policy of the Board of Management that all chemicals, detergents etc. are to be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area and protection provided and to be used when handling them.

### **Drugs and Medications**

It is the policy of the Board of Management that all medications, drugs etc are to be kept in a locked cabinet at all times. The school's policy on administration of medicines will be followed at all times.

### **Floors**

It is the policy of the Board of Management that washing of floors is conducted after school hours in order to eliminate in so far as is reasonably possible any danger of slipping. Signs will be displayed warning of wet floors.

## **Code of Behaviour/Discipline**

The school Code of Behaviour is adhered to and followed so as to minimise personal risk or stress to pupils or employees. (See also Anti-Bullying Policy and Playground Rules and Guidelines)

## **Access to Employees**

Meetings with teachers are by appointment only. If an employee feels at risk from or feels threatened by a particular person on school property or on school business, this must be brought to the attention of the Board of Management. The Board will undertake measures to ensure the health and safety of employees.

## **Access to the School**

Once school has officially started, the front door will be locked from the inside. Visitors can ring the bell and the secretary or another school employee will allow access if it is appropriate. The key will be left in the locked door allowing easy exit if needed.

Persons coming into the school premises must identify themselves clearly to whoever answers the door before gaining admittance. Any contractor/Company Representative should make direct contact with the Principal or Deputy Principal.

## **First Aid**

It is the policy of the Board of Management of St.Colman's N.S. that: At least two employees will be trained to administer First Aid to pupils and to other employees. The following staff members have attended recognised First Aid courses (2008-2010) - Josephine Fitzgerald, Helena Power, Emer Mears and Mairead McCarthy.

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 which will contain:

- Elastoplast plasters
- Wasp Eze/Vinegar
- Tape
- Disinfectant (e.g. Savlon)
- Eye lotion ( e.g. Optrex) Adult use only
- Antiseptic Cream

- Cotton Bandage
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Disposable Gloves

Disposable gloves must be used at all times when administering First Aid. Hot water and liquid soap are available and should be used before and after administering First Aid.

### **Other Procedures**

- When people are working on the premises with drills or other loud implements they must wear protective earmuffs. When such work is taking place and if it constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.
- All flammable, toxic and corrosive substances must be kept in a secure area. Such materials will normally be kept in the locked shed. All materials/substances must be clearly and accurately labelled.
- 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 and possible injury to staff.
- When pupils or staff are working in the school garden or gathering items from outside for science, art etc gloves will be worn and hands should be washed immediately afterwards.
- Arrangements will be made to ensure the protection of staff from violent or disturbed children.