



Safety Statement 2017

The commitment, pride and enthusiasm of all whom work and study at St. Corban's B.N.S. are our most precious assets. The safety, health and welfare of all employees and pupils are fundamental in ensuring that St. Corban's will continue to prosper. The commitment and co-operation of all at St. Corban's B.N.S is essential to ensure that these fundamental objectives are met.

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 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 Principal, the Health & Safety Post Holder and the Board of Management Safety Officer, and a report made available to all 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, as employer, has ultimate responsibility for health and safety within the school.

The general duties of the BOM include:

1. to ensure the safety, health and welfare at work of all employees;
2. to manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of all employees;
3. to manage and conduct work activities in such a way to prevent any improper conduct or behaviour likely to endanger employees;
4. to ensure, with regard to the work place: the design, provision and maintenance of plant and machinery; a safe, risk-free environment and safe access and egress to work place;
5. to ensure safety and prevention of risk arising from the use of articles or substances or the exposure to noise, vibration, radiation or any other ionising radiation;
6. to provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and risk free;
7. to provide and maintain welfare facilities;
8. to provide information, instruction, training and supervision, where necessary;
9. to implement safety, health and welfare measures necessary for the protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention;
10. to provide protective clothing and equipment where risks cannot be eliminated or adequately controlled;
11. to prepare and revise emergency plans and procedures;
12. to report accidents and dangerous occurrences to the Health and Safety Authority, in line with the Safety, Health and Welfare at Work Act 2005;
13. to obtain where necessary the services of a competent person for the purposes of ensuring safety and health at work;

14. to ensure that all safety measures take into account both fixed term and temporary workers and that any measures taken do not involve financial cost to his/her employees.

Duties of Employees

It is the duty of every employee while at work:

- a) 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 all of the relevant statutory provisions;
- c) To use in such manner any suitable appliance, protective clothing, convenience, equipment provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health and 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, equipment, protective clothing, convenience or other means provided in pursuance of any of the relevant statutory provisions or other wise, for securing safety, health and 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 (see section 9 of Safety, Health and welfare at Work Act 2005).

Organisation

The Board of Management, as employer has ultimate responsibility for health and safety.

The Safety Officer to the BOM can help to support the implementation, review and maintenance of a Safety Management System.

The Principal manages safety, health and welfare in the school on a day-to-day basis and reports to the board of management on safety, health and welfare performance.

The Health & Safety Post Holder is responsible for any health and safety duties delegated to him by the Principal/Chairperson of the BOM.

The Safety Representative is elected by the staff to represent them in consultation with the employers on matters of safety, health and welfare at the place of work.

Health & Safety Committee

The Health & Safety Committee was set up to facilitate consultation between the employer and staff on all matters relating to H&S in the school. A meeting will be held at least once per term to discuss any H&S issues arising in the course of the school year. Minutes will be recorded.

Members of the H&S Committee are as follows:

| | |
|---------------------------|----------------|
| Safety Officer to the BOM | Jan O'Donoghue |
| Principal | John Drewett |
| H&S Post Holder | John Rock |
| H&S Representative | Linda Behan |

Consultation and Information

It is the policy of the Board of Management 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

It is the policy of the Board of Management to identify the hazards associated with the school's work activities and to assess the level of risk. Routine and non-routine activities will be considered and shall include the activities of staff, contractors, visitors or anyone working under the control of the school.

A list of the identified hazards is shown in Table 1

TABLE 1

| | |
|-----------------------------------|--|
| Fire | Games, Sports |
| Slips, Trips & Falls | School Trips, Church Visits |
| Wet Floors | Swimming |
| Surface covering in yard (Tarmac) | Snow/Icy Conditions |
| Vehicles in Car Park or Yard | Musculoskeletal Injuries, RSI |
| Handrails | Electrical (Fuse Board, Appliances) |
| Window Blinds | Stress |
| Access into School (Security) | Young Students (Transition Yr) |
| Playtime/Breaks/Playing in Yard | Teachers projecting voice repeatedly |
| Yard duty | Disruptive Pupils |
| Wasps Nest | Parents: Violence, Verbal Abuse, Threats |
| Broken Glass | Lone Working |
| Barbed Wire on outer wall | Allergies, Illnesses, Conditions |
| Work equipment | Infectious Disease (Slapped Cheek) |
| Lawnmower (Ride-on Mower) | Medication and Drugs |
| Strimmer | Manual handling of loads |
| Tools | VDUs |
| Sports Mats | Working at heights – ladders, weather |
| Goal Posts, Basketball posts/nets | Flat roof |
| Portable Electrical Equipment | Boiler Room |
| Photocopier | Hazardous substances (Chemicals) |
| Trailing Cables/Guillotine | Gas tanks |

HAZARDS RELATING TO SPECIFIC INDIVIDUALS

| | |
|---|---|
| Principal | Fire, Lone working; dealing with angry parents, stress, yard duty, musculoskeletal, RSI, security |
| Caretaker | Manual handling of loads, working at heights (window, ladder), ride-on mower, carpentry, snow/ice conditions, maintenance, boiler room, fire, drains, fall, slip, trips, lone working, broken glass, rubbish, electrical, wet floors, tools, equipment, hazardous substances, musculoskeletal, security |
| Cleaners | Fire, manual handling of loads, chemicals, slips, trips, falls, security, infectious disease, lone working |
| Teacher | Fire, Stress, disruptive pupil, Voice strain, dealing with angry parents, security, school trips, church visits, swimming, yard duty (missiles, being struck), Infectious Disease, sports mats, goal posts, |
| Sports Teacher/ After School Activities | Goal posts, sports mats, sports, games, Yard surface, broken glass in field |
| SNAs | Manual handling of loads, disruptive pupil, stress, |
| Office Staff | Manual handling of loads, dealing with angry parents, stress, VDU, infectious Disease, photocopier, |
| Pupils | Allergies, Infectious Disease, Slips, Trips, Falls, Manual Handling, Collision, Struck by, Bullying/Cyber Bullying, Swimming, Sports, sports mats, goal posts, medication & drugs, wet floors |

Fire

It is the policy of the Board of Management that:

1. There will be an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area. These extinguishers will be identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use;
2. Fire drills shall take place at least once per term. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of emergency;
3. Fire alarms shall be clearly marked;
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes;
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 his/her classroom must ensure it is kept clear;
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 or switched off at the socket when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The Principal/Administrative Staff, as appropriate, are responsible for

the office. The Staff room is everyone's responsibility. The Cleaner should also check when cleaning.

10. Waste shall be removed from the building each day and shall be carefully stored outside;
11. The H&S Post Holder shall be responsible for fire drills and evacuation procedures;
12. All recommendations made by a County Fire Officer, in addition to these provisions, shall be implemented.

Critical Incident /Emergency Procedures

It is the policy of the Board of Management to follow the school's Critical Incident Management Policy & Plan 2013 and the comprehensive Guidelines from the Department of Education, 'Responding to Critical Incidents – Guidelines for Schools. A copy of these guidelines can be found in the Principal's office.

Supervision

It is the policy of the Board of Management that there will be adequate supervision of all children at all times while on the premises. Teachers will act immediately where games/activities/actions are deemed dangerous. Where children persist with these activities the Principal must be informed.

Manual Handling of Loads

It is the policy of the Board of Management that where manual handling activities in the workplace **could** involve a risk of injury (particularly to the back) due to exposure to unfavourable ergonomic conditions, measures must be taken to avoid or reduce the risk of injury.

The Board of Management will manage the hazard of manual handling through implementation of:

1. A manual handling risk assessment process;
2. Preventative measures based on the outcomes of the risk assessments;
3. Safe system of work plans for site-specific tasks;
4. Providing information on the use of mechanical aids, the reorganisation of a work activity to allow loads to be handled at a safe height or the provision of instruction to workers on how to use handling aids or handle loads safely;
5. Training in the manual handling of loads for all staff.

Stress

It is the policy of the Board of Management to provide a supportive working environment that maintains and promotes the health and well being of its entire staff.

The Board is committed to implementing a Stress Management Policy for all staff throughout the school. This includes:

1. Improving the school environment through effective and sensitive management;
2. Enabling individuals to cope successfully with the demands and pressures of work;
3. Providing support for staff whose health and well-being are affected by stress;
4. Providing access to the Employment Advisor Service (EAS), which provides confidential counselling and assistance in coping with the effect of personal and work related issues.

Chemicals

It is the policy of the Board of Management that all chemicals, photocopier toner, detergents, cleaning agents, etc, are stored in clearly identifiable containers bearing instructions and precautions for their use. A Safety Data Sheet must be obtained for these materials. They shall be kept in a locked area, with only authorised staff having access and appropriate personal protective equipment shall be provided for handling them.

Visual Display Units

It is the policy of the Board of Management that:

1. Risk assessments of work stations will be carried out for staff that are required to use the visual display units (VDUs) for continuous periods of more than one hour on a daily basis;
2. Staff should plan work so that daily work at VDUs is interrupted periodically by breaks or changes in activity that reduces the work at the screen;
3. Information and training in the use of workstations will be given to relevant staff;
4. Habitual users of VDUs will be informed of their entitlement to be provided with appropriate eye and eyesight test, which would be carried out by a competent person, at the cost to the Board of Management.

Working at Heights

It is the policy of the Board of Management that:

1. All work at height is properly planned and organised;
2. A risk assessment is carried out for all work conducted at height;
3. Appropriate work equipment is selected and used;
4. People working at a height are competent;
5. Equipment used for work at height is properly inspected and maintained;
6. Risks from fragile surfaces are properly controlled.

The risk assessment should include a careful examination of what harm could be caused from working at height with a view to taking the effective steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, by carrying it out in a safe manner using work equipment that is appropriate to the task and the level of risk.

Electrical appliances.

It is the policy of the Board of Management that portable electrical equipment is maintained in a manner fit for use and should visibly be checked by the user before use. Portable electrical appliances should be periodically inspected by the Caretaker, appropriate to the nature, location and use of the equipment.

Plant/Equipment

It is the policy of the Board of Management that the following safety/ protective measures must be adhered to with regard to plant/equipment:

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 manufacturer's instructions and recommendations;
3. Members of the staff will have been instructed in the correct use of plant, machinery and equipment;
4. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely;
5. All machinery and electrical equipment are fitted with adequate safeguards.

PE Equipment

It is the policy of the Board of Management that:

1. PE equipment is stored securely and is positioned so as not to cause a hazard;
2. PE and other mats are in good condition;
3. Wooden beams, benches etc. are free from splinters, stable and in good condition;
4. The yard and the field are checked for broken glass, discarded cans, trip hazards (manholes, drains, holes), prior to the start of PE sessions;
5. Goal posts are inspected before use and always securely in place. Teachers must always check goal posts prior to use.

Contractors

It is the policy of the Board of Management that:

1. Copies of this Safety Statement will be sent to all contractors prior to commencement of work;
2. Contractors must make direct contact with the Principal/designated staff member /designated member of the Board of Management 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;
3. 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;
4. Where possible work involving contractors will take place after school hours.

Drugs and Medication

It is the policy of the Board of Management that all drugs, medications, etc:

1. Be kept in a secure cabinet, locked at all times;
2. The key should be kept in a separate, secure place;
3. Used only by trained and authorised personnel.
4. 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. If possible, the school will arrange or assign appropriate tasks for the person to carry out in the Interim.
5. 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.

Pedestrian Safety

It is the policy of the Board of Management that:

1. Pedestrian and vehicle routes are separated from one another;
2. Access and egress for pupils from the school must not be via the car parks;
3. Parents are not permitted to park in the school grounds after school, when children may be exiting the school at different times;
4. Outside lighting is sufficient and in good working order.

Wet Floors

It is the policy of the Board of Management that floors are clean, even, non-slip and splinter-proof. Every attempt will be made to avoid the creation of slippery/wet surfaces.

1. The washing of floors shall be conducted, as far as is possible, after school hours.
2. Where floors are wet, warning signs regarding wet floors shall be used.
3. In the event of rain/wet conditions outside, floors inside will be dried, as soon as possible.
4. No running in the corridors. Extreme care taken when entering the school.
5. Attention is drawn to the possibility of outside floors and surfaces being affected by frost/ice in cold weather. Staff and pupils should use handrails when going up or down steps.

Smoking

It is the policy of the Board of Management that the school shall be a non-smoking area to avoid the hazard to staff and pupils of passive smoking.

Broken Glass

It is the policy of the Board of Management to minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed. The field shall be regularly checked prior to use for discarded broken bottles/cans.

Infectious Diseases

It is the policy of the Board of Management that all infectious diseases shall be notified to the Principal and steps taken to ensure the safety of staff and students against all such diseases.

Pregnant women are especially vulnerable to certain diseases. Teachers must immediately notify the Principal if any pupil presents with Slapped Cheek Syndrome (Fifth Disease), measles, chicken pox, etc. These conditions can be harmful to pregnant women and the Principal will inform all staff if the situation arises.

The Board of Management will endeavour to minimise the risk of disease by adherence to sound principles 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, towels and a facility for the safe disposal of waste.

Pregnant, Post Natal and Breastfeeding Employees

It is the policy of the Board of Management that on receiving information that an employee is pregnant, an assessment of the specific risks to that employee must be made. Action must be taken to ensure that she is not exposed to anything in the workplace that will damage her safety or health or that of her developing child. A suitable rest area/room will be made available for pregnant/breastfeeding women.

Welfare

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.

Staff toilets are provided. A high standard of hygiene must be maintained at all times. 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.

First Aid

It is the policy of the Board of Management that a member of staff shall be trained to provide First Aid to staff and pupils.

1) Notices are posted in office detailing:

- The designated First Aiders
- Location of first aid boxes,
- Procedure for calling ambulances etc.....,

- Telephone numbers of local Doctor, Gardai, and Hospital.

2) All incidents, no matter how trivial involving employees, students or members of the public must be reported immediately to the teacher or Health & Safety Post Holder or the Principal. This is necessary to ensure that the proper medical attention is given when required. It is also important to monitor the progress of safety standards.

An Accident Report Book for pupils and an Accident Report Book for adults are to be maintained for the recording of all accidents and incidents by the Health & Safety Post Holder.

The Health & Safety Post Holder will ensure that the school has a properly equipped First Aid Box and that it is maintained such that it contains at all times:

- 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
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Access To School

It is the policy of the Board of Management that anyone entering the school premises shall be required to identify themselves at Reception.

Collecting Children

It is the policy of the Board of Management that all parent/guardians/carers must obey all signs upon entering the school grounds. Those parking outside the school grounds are advised to accompany children to and from the school premises. Parents are required to sign pupils out of the school, if they are leaving the premises before 3.00pm and to sign them back in, on their return.

Revision of this Safety Statement

It is the policy of the Board of Management that this statement shall be regularly revised by the Board of Management in accordance with experience and the requirements of the Safety, Health and Welfare at Work Act 2005.

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Health and Safety: _____ Date: _____
Post Holder

BOM Safety Officer: _____ Date: _____

Communication

A copy of this policy has been given to each teacher and is available for parents to view in the school.

Ratification

This policy was ratified by the Board of Management in 2017.

Signed: _____

(Chairperson, Board of Management)

Date: _____

Prepared by the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare at Work Act 2005.