

Scoil Naomh Buithe

Tenure

Safety Statement

Introduction

The Board of Management of Scoil Naomh Buithe 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 of Scoil Naomh Buithe and the means to achieve that policy. The Board of Management's objectives are to endeavour to provide a safe and healthy working 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 cooperation of all employees.

It is our intention to undertake regular reviews of the statement in the 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 Board of Management. Health and Safety will be an item on every BoM meeting agenda.

All records of accidents or ill health will be monitored to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill health.

Statement of general policy

The Board of Management will ensure that, in so far as it is reasonably 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.

Specifically, the Board of Management is committed to providing all information, instruction, training, supervision and other resources necessary to provide:

- A safe place of work
- Safe plant and machinery
- Safe systems at work
- Safe access and egress

It is the policy of the Board of Management of Scoil Naomh Buithe to:

- Appoint only competent people to work in the school.
- Consult with staff in the preparation and completion of the Health and Safety Statement and provide for the selection of a Staff Safety Representative.

- Review the training requirements of staff in relation to Health, Safety and Welfare at work.
- Give a copy of the Safety Statement to all present and future staff and bring relevant sections to the attention of other persons who may be exposed to specific risks, e.g. contractors carrying out work in the school.
- Make available the Safety Statement to all students, parents/guardians and visitors to the school.
- Make available any additional information or instructions that become available regarding Health, Safety and Welfare at work not contained in this document.

The Safety Statement should be read in conjunction with other school policies, including the school's Code of Behaviour, Child Safeguarding Statement, Anti-Bullying policy, Critical Incident policy, Accident/Injury policy and the Administration of Medicines policy.

Key Responsibilities: A safety committee has been formed, and includes the following:

Staff Safety Representative (Cf. Section 25 of the 2005 Act)
+ *Health and Safety Officer – Peter Woods*

Fire Safety Coordinator – Dorothy McCullough

First Aid Officer- Cassie Brady

First Aid supplies in the three First Aid kits are monitored regularly by Cassie Brady, and are replenished as necessary. Accident/incident records are kept on file in the main office, and these are monitored regularly by Peter Woods and the principal Anne Phillips. Most staff have attended a basic first aid course in March 2019, and a record is kept in the main office. Some staff have attended Fetac approved occupational First Aid training. Many staff have also attended defibrillator training.

EMPLOYEE ASSISTANCE & WELLBEING PROGRAMME

Freephone Helpline 1800 411 057

For Teachers and Special Needs Assistants.

EAP Consultants (branded as Inspire Wellbeing) are the current providers of the Employee Assistance and Wellbeing Services which includes a free confidential service accessible by means of a free phone telephone helpline available 24 hours a day, 365 days a year, providing counselling on a range of personal health and wellbeing issues given by qualified clinicians. Up to 6 face-to-face counselling sessions are available to provide supportive and solution-focused care based on an individual's clinical needs. The telephone service also provides specialist information, support and advice in relation to family, financial, legal, work-related and consumer information services as well as providing management support.

Duties of employees

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

- Take reasonable care for his/her safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work and not to be under the influence of any intoxicant to the extent that they endanger their own or others health and safety.
- Cooperate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- Report to the Board of Management, through the Principal, 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. If it's a simple matter like a spillage that cleaners or caretakers can remedy immediately then the matter can be reported directly to them without the need for further reporting.

2. As well as familiarising themselves with the Safety Statement, staff should:

- Not attempt to lift or move, without adequate assistance, heavy articles or materials likely to cause injury.
- Not attempt to reach items on high shelves unless using steps or a properly designated hop-up and not to improvise or climb.
- It is school policy that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, consultants, contractors and visitors.
- Warn other employees of known hazards.
- Know and comply with the school's Safety Statement with regard to visitors.
- Advise the Principal as soon as is practical when they become aware of any issue, medical or otherwise, that might be relevant to or impact on their work.

3. In carrying out their duties, staff should:

- Ensure adequate supervision of pupils at all times. Report promptly for yard duty, as per the rota for lunch and break times supervision, and take all reasonable steps to ensure that play and activity is within school rules. **At break/lunch time pupils all go out together** as close to the bell as possible, and no children remain inside in the lobby other than those with a written note for medical reasons, or those who have been assigned detention as per the school's Code of Behaviour.
- Record anything other than a minor incident on an Accident/Incident Form, and return to the Principal before the end of the day.

Accidents/Injuries in the yard

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty, with the help of other adults present in the yard. If deemed necessary, the class teacher will be called. No medicines are administered, but cuts are cleaned with antiseptic wipes and/or water, and bandages/plasters are applied if deemed appropriate. The use of plastic gloves is advised at all times. Ice packs are also used, as appropriate. Parents are notified if considered necessary. **Parents are always notified about a bump on the head no matter how minor.**

If for any reason parents/guardians do not wish their child to be treated for minor accidents/injuries, they should inform the school in writing of same. In that event they will be contacted at home or at work and asked to attend to their child should the need arise.

More Serious Accidents/Injuries

Parents are kept informed of a developing situation. If considered safe to do so, the injured party is taken inside. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones, or head or eye injuries. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible. Parents are kept informed of a developing situation.

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. Parents are kept informed of developing situations.

ACCIDENT REPORTING

When staff (or members of the public on school property) are involved in anything other than a minor accident/incident, an Accident/Incident Report Form should be completed before the end of the day and returned to the Principal. (See appendices 1, 2 and 3). A log will be kept of all accidents, and this will be examined regularly by the Staff Safety Representative and the Principal to see if there are any trends.

A report must be made to the Health & Safety Authority (HSA) in respect of the following types of incident (IR1 and IR3 forms available at www.hsa.ie):

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

- N.B. If a student is injured in the school or during any school-related activity and requires medical treatment by a registered medical practitioner this is reportable.
- Records of all accidents which occur will be retained for a period of 10 years.

HAZARDS

All staff will be asked to complete a Hazard Control Form annually to be returned to the Safety Representative/Officer or the Principal. (See appendix 4). Some hazards can be rectified but others remain constant.

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 HAZARDS

FIRE

It is the policy of the Board of Management of Scoil Naomh Buithe that:

- A Fire register is maintained.
- The supply of fire extinguishers complies with fire regulations and staff are instructed in their use.
- All fire equipment and alarms are clearly identified, unobstructed and regularly serviced.
- Fire drills take place regularly, at least twice a year.
- All staff are made aware of evacuation plans and these are posted in each room.
- Exit signs are clearly visible and assembly areas are designated and clearly signed outside the building.
- Where practical, electrical equipment is unplugged or turned off outside school hours.
- There is a sign-in and sign-out system in place in the school for all adults (staff and visitors). Those leaving the school should let the office know and sign out.
- Pupils must be signed out by parents if leaving during the school day.
- Teachers to mark attendance daily on a laminated sheet (in addition to Aladdin) and to bring that sheet out when evacuating their class.
- If a teacher is absent and a class is split for the day, attendance for the split class will be taken by the secretary and recorded on a laminated sheet to be taken outside in the event of a fire/fire drill.
- **Safest thing is to always presume the fire alarm is for real and evacuate the building.** Remain outside until you are told by the Principal to return inside.

- If the alarm goes off at lunchtime the teachers on supervision evacuate the classrooms for which they are responsible. The supervising teachers should pick up the laminated roll call sheet in each class and bring it with them. Teachers in the staffroom should exit the building by the front door and proceed to the assembly point.
- Special Education Teachers should exit the building by their nearest exit. If they have children in their rooms these children must be brought to their own class line up.
- People who are checking the assembled class lists do so as a roll call.
- Checklist for Adult Assembly is to be brought out by school secretary Dorothy.

OTHER HAZARDS

CAR PARK

- Motorists are asked to drive slowly and with due care.
- No pedestrians are allowed enter through car park gate.
- Extreme care is urged in the vicinity of the electric gates.

CORRIDORS/WALKWAYS

- All corridors and walkways are kept clear of obstructions and are adequately lit.
- Spills are cleaned up immediately.
- **Because of the danger of scalds, spills and slippages, under no circumstances can drinks be taken out of the staff room unless a travel mug with a proper lid is used.**

ELECTRICAL EQUIPMENT

- Electrical equipment is only to be used by adults, or under adult supervision, in accordance with the manufacturer's instructions and safety procedures. (Kettles should only be used by adults).
- Extreme caution is to be exercised if there are trailing cables. Leads are to be kept tidy and checked regularly and all equipment is to be stored securely.

CHEMICALS

- All chemicals, detergents etc., are stored in clearly identifiable containers, bearing instructions and precautions for their use, and these are kept in a locked cleaner's press in Room 13 or a locked shed at the back of the school.
- Protection is provided to be used when handling dangerous chemicals, as per the manufacturer's instructions.
- Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- Prescribed medications will only be administered to pupils on receipt of a written request by parents and with Board of Management approval.
- Parents are responsible for the provision of medication and notification of change of dosage.

- With the exception of medication held for emergency situations, medicines are generally not stored on the school premises overnight. However, a small quantity of prescription drugs will be stored in the main office if a child requires self-administering on a daily basis and parents have requested storage facilities.
- If a pupil suffers from acute asthma, parents will be asked to ensure that the child understands fully how to operate an inhaler (a spare if needed to be given to the teacher).
- Where applicable, the Anapen is to be administered as per instructions should the need arise. It should not be kept by the pupil, but in the teacher's press out of reach of all pupils.
- See Administration of Medicines policy.

STRESS

- Every effort will be made to reduce work related stress by making sure there are positive relations at work and all employees are aware that adult bullying / harassment is not acceptable and, should it occur, INTO/CPSMA guidelines for dealing with it will be followed. Disciplinary procedures are outlined in DES Circular 60/2009.
- If any 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.
- An Employee Assistance Service (EAS) is provided for teachers and their immediate family members with access to confidential counselling to assist in coping with personal and/or work issues. **Freephone Helpline 1800 411 057**

Ratification, communication, monitoring and review

This policy was ratified at a BOM meeting on 25th March 2019. It will be communicated to staff by email, and also saved on the staff server, and it will be available to parents and the school community on the school website. It will be reviewed annually.

Chairperson BOM

Date

Pupil Accident/Incident Report Form

Name	
Location	
Date	Time
Briefly describe the incident	
If an injury was sustained, please indicate type of injury Bruising, Sprain, Dislocation, scald) Please indicate part of the body most seriously injured (i.e. ankle, eye, head/ neck etc.)	
Were there any witnesses? If so, please give contact details:	
Treatment Details <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Hospital A&E <input type="checkbox"/> Occupational Health or Medical Centre <input type="checkbox"/> Advised to see own GP <input type="checkbox"/> Other – Please give details	
Consequences of the Accident Absence from school <input type="checkbox"/> If so for how many days? _____	
Signature:	Date:

Adult Accident/Incident Report Form

Name	
Location	
Date	Time
Briefly describe what you were doing at the time of the accident.	
If an injury was sustained, please indicate type of injury Bruising, Sprain, Dislocation, scald) Please indicate part of the body most seriously injured (i.e. ankle, eye, head/neck etc)	
Were there any witnesses? If so, please give contact details: <hr/>	
Treatment Details	
<input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Hospital A&E <input type="checkbox"/> Occupational Health or Medical Centre <input type="checkbox"/> Advised to see own GP <input type="checkbox"/> Other – Please give details	
Consequences of the Accident	
Absence from work <input type="checkbox"/> If so for how many days?	
Was the absence certified?	
Date returned to work <hr/>	
Signature:	
Date:	

Appendix 3

Incident Report Form (Pupil)

Name of Pupil: _____ DOB: _____

Address:

Class: _____ Class Teacher: _____ (Tick if substitute)

Staff Member Reporting: _____ Post Held: _____

Details of Accident

Location: _____ Date: _____ Time: _____

How did the accident occur?

What was the presenting complaint/injury?

What action was taken/treatment given and by whom? (If pupil's parents/guardians were contacted, give details)

Witnesses (if any):

Other person(s) to whom incident was reported:

Action taken to prevent recurrence (if applicable)

Signed: _____ (Person Reporting) Date: _____

Were any after effects noticed/reported later on day of accident? Yes No
(If yes, give details of same and of any further action taken):

Was any resulting after effect reported by parent/guardian in days immediately following the accident?

Signed: _____ Class Teacher (Tick if substitute)

Date: _____

Signed: _____

SAFETY STATEMENT- HAZARDS

Please add any additional hazards you have noticed around the school.

HAZARD:	RISK:	ACTION PLAN:	ACTION BY:
Cleaning Products	Risk of ingestion or improper exposure.	School cleaning products locked in cabinet when not in use.	Cleaners Care taker
External Doors	Slamming on windy days	All doors to be secured by teachers as pupils exit for play.	All staff. First class out secures door.
External Rubbish	Dangerous to children	Collected and disposed of correctly. Regular litter audits occur to prevent littering and hazardous waste. Litter picker schedule.	Caretaker Green School Committee
Fire Extinguishers	Improper use in the event of an emergency.	Request training from the maintenance company on proper use.	All users
Floors on Corridors	Danger of slipping when weather is wet.	Non-slip mats provided inside doors. Running is not permitted in corridors. Wet signs to be purchased and displayed on corridors on wet days.	All users
Fuse Board	Danger of electrical fire or electrocution.	Fuse board room securely locked at all times when not in use.	Principal
Gas Tank	Access to hazardous area.	Padlock placed on gate to prevent access.	Principal Caretaker
Gates in playground areas left open	Children leaving playground area	Gates are closed before children enter the playground area	Staff on yard duty

HAZARD:	RISK:	ACTION PLAN:	ACTION BY:
Goalposts	Danger of falling	Goalposts should be secured firmly into the ground	Caretaker
Hot Liquids	Danger of scalding or slipping.	Travel mugs to be used	All users
Internal Fire Doors	Left open and allowing the spread of potential fire.	Always closed after entrance/exit to prevent the spread of potential fire.	All users
Items left in corridors	Injury due to tripping	Keep corridors clear	All staff
Keypad door lock on front door	Access to school by uninvited visitors	Keypad always turned on.	Secretary All users
Locks on gates	Staff are unable to open locks due to not knowing combination	All staff are made aware of lock combination. Lock combination included with class list to be taken to the yard in the event of a fire.	All staff
Man Hole Covers on the grassy areas	Danger of tripping and causing serious injury	All staff are made aware of the risk, consultation about best way to alleviate risk. Perhaps filling with soil and/or surrounding with planting.	Caretaker
PE Storage	People falling over equipment.	All equipment must be tidied and stored correctly after use. No bags, boxes or equipment to be left on the floor. No children to retrieve or return PE equipment.	All users
Refuse and Recycling Bins	Bins could be moved, stolen, set alight or used as a climbing aid.	Bins moved to alcove beside the shed. No children should fill the bins unattended.	Caretaker All staff
HAZARD:	RISK:	ACTION PLAN:	ACTION BY:

School bags on floors	Danger of tripping over them	Schoolbags must be kept under desks, must not be left in passageways between desks.	All pupils
Stacking of Shelves	Items or shelves falling causing injury.	All shelves are kept neat and tidy to ensure items will not fall. All shelves have the correct amount of supports.	Teachers All staff
Staff standing on chairs/tables etc. to reach high areas	Falling and injury	Step ladders purchased and made available to all staff.	Caretaker All staff
Steps	Danger of falling	Should be painted using a non-slip coating in order to highlight changing levels.	Caretaker
Stones/bricks beside window at rear of school	Potential tool for trespassers/dangerous for children.	Removed immediately. Stored in shed if needed, or properly disposed of.	Caretaker
Toilet Floors	Danger of slipping when wet.	Toilet floors checked at least once a day for surface water and checks are recorded.	Teachers Cleaners All users