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Safety Statement

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. The Board of Management Safety Officer shall carry out a safety audit annually, and a report made to staff and Board of Management. 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 St. Brigid's Junior National School, Brookfield, Tallaght, Dublin 24 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.
- ◆ Plant and Machinery may be operated safely 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.
- ◆ 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.
- ◆ The Board of Management will continually revise this statement 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.
- ◆ Two staff members will be designated as health and Safety officers

The Board of Management of St. Brigid's Junior National School 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 St. Brigid's Junior 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 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 otherwise, for securing safety, health or welfare or persons arising out of work activities.

School equipment should not be used for illegal or immoral purposes. See Acceptable Use Policy.

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).

Consultation and Information

It is the policy of the Board of Management of St. Brigid's Junior National School 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.

RISK ASSESSMENTS

The persons responsible for conducting risk assessments (or arranging for such risk assessments to be conducted) in St Brigid's JNS is:

Maeve Cloke

The Principal on behalf of the Board of Management will ensure that all persons joining our staff, irrespective of whether the appointment is full time, part-time, or temporary in nature will be made aware of the following:

- Locations of Fire fighting equipment and emergency procedures

- First aid facilities
- Relevant parts of the Safety Statement in particular duties of employees
- Accident / incident reporting procedures

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 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 St. Brigid's Junior National School that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Health and Safety postholder and principal will ensure that fire drills shall take place at least once per term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Health and Safety Officer)
- (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. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows exit routes and assembly points outside the school.
- (vii) Assembly areas are designated outside the building, and the locations specified.
- (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. Staff room is every teacher's responsibility.
- (x) Health and Safety postholder and Principal shall be responsible for fire drills and evacuation procedures.
- (xi) 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.

1. Wet corridors
2. Climbing frames
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors
7. Fuse Board
8. Electric kettles
9. Boiler house
10. Ladders
11. Excess gravel and glass on school yard
12. Protruding units and fittings
13. Roof of school
14. External store to be kept locked
15. Lawnmower
16. Garden stores
17. Icy surfaces on a cold day
18. Mats in corridors
19. Windows opening out

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 manufacturer's instructions and recommendations.
- (c) Where applicable 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.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Tall ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof (Safety Officer - BOM)
- (i) Teachers will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition (AP2 - Orla Fitzgerald/Liz Conlon)
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Board of Management Safety Officer (external) and staff Health and Safety Officer (internal)).
- (l) Check that wooden benches etc. are free from splinters and generally sound (Safety Officer BOM/Caretaker)
- (m) Check that benches are stable and do not wobble when in use (Safety Officer BOM/ Caretaker)
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained (Board of Management Safety Officer/Caretaker)

- (p) Teachers/Caretaker check that manholes are safe.
- (q) As far as possible check that all play areas, especially sand pits, are kept clean and free from glass/refuse/hazards before use (Caretaker)
- (r) Check that outside lighting works and is sufficient (Safety Officer- BOM/Caretaker)
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. (Caretaker).
- (t) Check that refuse is removed from the building each day and is carefully stored outside. (Caretaker and cleaners).
- (u) Teachers will complete a classroom risk assessment twice a year.
- (v) Caretaker will complete a risk assessment of common areas.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances, IT equipment, confined spaces.

It is the policy of the Board of Management of St. Brigid's Junior National School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Staff using equipment are responsible for reporting any possible hazards to the Principal who will then address the issue. Problems with the following should be reported immediately:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug /switch off at mains leads of appliances when not in use.

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 intact and free of cuts or abrasions.
- ◆ Unplug /switch off at mains leads of appliances when not in use over long periods.

Chemicals

It is the policy of the Board of Management of St. Brigid's Junior National School 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 where necessary. The hazards associated with these chemicals should be recognized and made clear to those using them. Unauthorised staff should not use them. (Caretaker/Secretary/Cleaner/Principal/Safety Officer where appropriate).

Medication

It is the policy of the Board of Management of St. Brigid's Junior National School that all medications are stored out of reach of children and used only by authorised personnel. Medication is not administered by staff unless:

1. It is essential.
2. A meeting has been held with the principal and an agreement reached regarding the staff involved, procedure and any relevant forms are signed.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff room 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. 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.

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 St. Brigid's Junior National School 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.

Smoking

It is the policy of the Board of Management of St. Brigid's Junior National School that the school including grounds 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.

Infectious Diseases

It is the policy of the Board of Management of St. Brigid's Junior National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. Children or staff may be sent home to prevent the spread of disease. The Board of Management will endeavour to minimise the risk 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. (See Covid 19 Special Measures)

PERSONAL PROTECTIVE EQUIPMENT

Where possible, hazards on each site will be eliminated at source. In cases where hazards cannot be eliminated at source, they will be reduced to a minimum and adequately controlled.

In situations where Personal Protective Equipment (PPE) can offer further protection to employees, it will be issued. Such PPE is issued free of charge, and must be used by the employee in the proper manner so as to achieve the desired effect.

Care will be taken that the PPE is suited to the risks involved, taking into account the conditions at the place of work, and is suitable for the wearer and for the work to be done. Employees will be specifically informed of the risks for which the PPE is provided, and will be properly instructed in its use.

PPE will be properly maintained and stored, and replaced as necessary.

The principal shall identify the appropriate PPE for tasks which cannot be made safe by any other reasonably practicable means. He/She shall also ensure that the equipment is used, and used in the correct manner.

MANUAL HANDLING POLICY

Staff will be trained in manual handling in 2023/2024 after which the below guidance will apply.

At St Brigid's JNS manual handling will, where possible, be avoided. All manual handling operations that cannot be avoided shall be identified and listed, and this listing subject to annual review.

All such manual handling which has the foreseeable potential for causing an accident and / or injury shall be reviewed in order to:

- see if it is necessary to carry out such work.
- establish what environmental improvements might be implemented, and
- establish what reduction of load and / or mechanical aids may be provided to reduce the risk of accident.

All such manual handling shall be carried out only by workers provided with appropriate training in lifting and handling techniques by qualified trainers. Records of such training will be maintained.

All employees are required to report to Maeve Cloke in the event of any problem with manual handling, defects in environment or equipment, or personal health status that could affect their ability to work safely.

First Aid

It is the policy of the Board of Management of St. Brigid's Junior National School that a member of staff shall be trained to provide First Aid to staff and pupils. For policy and procedure regarding First Aid see St. Brigid's First Aid Policy.

(1) Notices are posted in secretary's office detailing:

- telephone numbers of local Doctor, Gardaí, Hospital.

- (2) All incidents, whether to employees or to students or to members of the public must be reported immediately to the principal or deputy principal if the principal is unavailable. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

Access To School

Inasmuch as is compatible with the practical layout of the school premises, 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 shall not create any hazard, permanent or temporary, without informing the principal and shall mark such hazard with warning signs or other suitable protection.

School Tours

Please see the school policy on school tours/trips.

Collecting Children

- (1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Disclosures from children

(See the Child Protection Guidelines – 2017, Child Safeguarding Statement)

Revision Of This Safety Statement

The Board of Management of St. Brigid's Junior National School shall regularly revise this statement, in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

The policy was ratified by the Board of Management on: 21st February 2023.

Signed on behalf of the Board of Management:

Chairman: Sr Edel Murphy

Principal: Maeve Cloke

Safety Officer: _____
Nominee of BOM

First Aid: Gwen Williams Allison Coll