



Kilchreest National School

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The Board of Management of **Kilchreest National School** brings to the attention of its staff the following arrangement for safeguarding the safety, health and welfare of all pupils, teachers, special needs assistants, ancillary staff and also visitors to the school.

Our policy is to provide a safe and healthy environment for our Staff and Pupils, to comply with the Safety, Health and Welfare at Work Act, 2005 and the associated (General Application) Regulations, 2007. This legislation sets out how the prevention of ill health and accidents at work is to be achieved.

This policy requires the co-operation of all employees. It shall be reviewed frequently 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 Officers and a report made to staff. All records of accidents will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents.

The Board of Management of **Kilchreest 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.
- Safe provision, maintenance and operation of machinery.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Provision of appropriate information, instruction, training and supervision to ensure the health and safety at work of its employees..
- Preparation and revision of emergency plans.
- Employees shall be consulted on matters of health and safety.
- The arrangements made to secure a safe and healthy workplace, which is outlined in this and all sections of this safety statement will be revised according as circumstances dictate. Any measures taken to ensure safety, health and welfare at work will not involve any financial cost to any employee.

Organisation

1. Control

Establishing and maintaining control is central to all management functions. The typical methods in controlling a danger are: recognise the problem, know enough about it, decide what to do and put a solution into practice.

Control is achieved by getting the commitment of employees to clear health and safety objectives. It begins with the Board of Management taking responsibility for controlling factors that lead to ill health or injury. The Board of Management of **Kilchreest 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 is primarily responsible for the safety policy. The Board signs the Safety Statement policy document and ensures that the Safety Statement is made available to all employees.

The Board of Management is the governing body of the school following the rules and regulations as laid down in 'The Constitution of Boards and Rules of Procedure' published by the Government Publications Office.

The overall duty of **Kilchreest National School** is to educate, supervise and discipline the pupils of the establishment. This duty is performed by the teaching staff of the school with the Principal teacher taking responsibility for the day to day running of the school in accordance with the rules laid down by the Dept. of Education & Science.

The overall duty of the cleaning contractor is to clean the school buildings for the comfort, health, safety and welfare of all the building's occupants.

It is the responsibility of the school secretary to fulfil the needs of the school as directed by the school Principal.

Responsibilities of the Safety Co-Coordinator (B.O.M.): Tony Mahony

- He/She will be the central communicator for all health and safety matters.
- He/She will be available for discussion with the safety representative whenever it is necessary.
- He/She will ensure there is an updated inventory of all hazardous materials used in the school.

Responsibilities of the Staff Safety Representative: Niamh Cusack

- Represent the views of the employees in consultation with the Board of Management on matters of health and safety.
- To actively contribute to the health and safety in the school by promoting safe practice and safety awareness whenever possible.

2. Co-Operation

Effective communication systems are essential to achieve full co-operation from all employees. Under the 2005 Act and the 2007 General Application Regulations it shall be the duty of every employee while at work:-

- To take reasonable care of his/her own safety, health and welfare, and that any person who may be affected by his/her acts or omissions while at work.
- 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 by conforming to the Board of Management's rules and safety procedures.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, equipment or thing provided (whether for his/her own use or for use by his/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Board of Management 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
- No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, or other means or thing.
- 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)

3. Communication

All employees must be made aware of all the relevant contents of the Safety Statement and have access to it.

It is the policy of the Board of Management of **Kilchreest National School** to consult with staff in its preparation and completion of hazard control forms, 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.

4. Planning and Implementation

Hazard Identification, Risk Assessment and Control

There are three basic steps in establishing workplace precautions:

- Hazard identification – identify hazards which could cause harm
- Risk assessment – assessing the risk caused by the hazard
- Risk control – deciding on suitable measures to eliminate or control risk.

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 floors
2. Gas cylinders
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors
7. Fuse board
8. Electric kettles
9. Boiler house
10. Ladders
11. Excess gravel on school yards
12. Protruding units and fittings
13. Icy surfaces in a cold day
14. Mats in hall
15. Goalposts and nets
16. Perimeter fencing

17. Footpaths around perimeter of school
18. Stream outside school perimeter
19. Main road
20. Trees on school grounds
21. Basketball posts
22. Ornamental Rock

In controlling the risks to health and safety at **Kilchreest National School**, the Nine Principles of Prevention (listed in the first schedule of the 2007 Regulations) will be adhered to:-

1. Avoidance of risk
2. Evaluation of unavoidable risk
3. Combating of risks at source.
4. Adaptation of work to the individual, especially as regards to the design of the places of work, the choice of work equipment and the choice of systems of work,
5. Adaptation of the place of work to technical progress.
6. Replacement of dangerous articles, substances or systems of work by non-hazardous or less dangerous articles, substances or systems etc.
7. Development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation or work, working conditions, social factors and the influence of factors relating to the working environment.
8. Giving collective protective measures priority over individual protective measures.
9. Giving appropriate training and instruction to employees

5. Setting objectives and safety targets.

When risk assessments are available, it is then possible to set out a plan and schedule of how to implement the necessary controls.

Arrangements for Fire Safety

1. Policy:

The purpose of the fire safety programme is to guard against the outbreak of fire and to ensure in so far as reasonably practicable the safety of persons on the premises in the event of fire.

2. Organising

1. 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 extinguisher shall have instructions for its use.
2. Fire drills shall take place at least once a term.
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 her classroom must ensure it is kept clear. P.E. hall and the main door - Principal will ensure they are free of obstruction.
6. There is an evacuation plan in each room – tables are numbered and children practice the order in which to leave the room during fire drills.
7. Assembly areas are designated outside each building and the locations specified.
8. Exit signs shall be clearly marked.
9. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

3. Implementation

FIRE DRILL

1. The alarm signal is the continuous ringing of the fire siren. In the event of a power failure hand bells will be used.
2. The place of assembly will be the basketball court plus tarmac area. Each class will line up in their own position in the assembly area.
3. Anyone discovering a fire should raise the alarm and the fire drill alarm should be put into operation immediately.
4. The pupils are trained to report an outbreak of fire to the nearest teacher.

**EVACUATION: CHILDREN SHOULD QUICKLY GET INTO THEIR CLASSROOM LINES LEAVING THEIR TABLES IN THE CORRECT ORDER. TEACHER TAKES THE ROLL BOOK AND GOES TO THE HEAD OF THE LINE AT THE DOOR. THE TEACHER WILL THEN COUNT THE CHILDREN AS THEY FILE PAST THROUGH THE DOOR ENSURING ALL CHILDREN IN HIS/HER CLASS HAVE LEFT THE BUILDING. THE CLASS WILL SLOWLY AND SILENTLY GO TO THE ASSEMBLY POINT - NO PUSHING /OVERTAKING. EACH CLASS ASSEMBLES ON THEIR OWN LINE AT THE ASSEMBLY POINT. THE TEACHER CALLS THE ROLL. NOBODY IS ALLOWED LEAVE THE ASSEMBLY POINT WITHOUT PERMISSION OF PERSONS IN CHARGE; PRINCIPAL, DEPUTY PRINCIPAL, Assistant Principals and other Post Holders Etc.
CALL THE FIRE BRIGADE.
FIRE DRILL WILL BE HELD ONCE A TERM WITHOUT PRIOR NOTICE.**

Measure performance

The report from each fire drill will be made by the Safety Officer and discussed at the Board of management meeting.

Arrangements for First Aid

First aid means

- (a) a case where treatment is given for the purpose of preserving life or minimising the consequences of injury or illness until nursing treatment is obtained or
- (b) a case of a minor injury would otherwise receive no treatment or would not need treatment by a registered medical practitioner.

Policy

The Board of Management of **Kilchreest National School** will ensure that there is:

- a) Provided and maintained such first aid equipment, suitably marked and easily accessible as is appropriate to enable first aid to be rendered to persons at the school.
- b) Provided sufficient occupational first aiders as is necessary to render first aid at the school.

Implementation

Each classroom has a first aid box with another situated centrally in the staff room.

The accident report book will be available in the **office** for recording accidents and incidents.

Telephone numbers of Doctors and Gardaí are located in Principal's office.

Teachers on yard duty are responsible for attending to injuries during breaks.

In very serious situations teacher asks another teacher from the staff to cover while the teacher on duty attends to the injury.

Arrangements for Manual Handling in the School

NOTE: Manual handling should be avoided where possible. Manual handling should only take place where no other systems of work are available and risks associated have been fully evaluated. Mechanical/Electrical aids should be used at all times where available. Distances must be kept to a minimum. This procedure applies only to persons who are formally trained in manual handling techniques to act as a refresher. Manual handling is regulated by Gov. regulation S.I No. 299 of 2007. Chapter 4 of Part 2 (Regulations 68 and 69) and the related Schedule 3 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

The maximum weights to be lifted without assistance are

MALE 55 kg (121 lbs.)

FEMALE - 16 kg (25.2 lbs.)

Visitors to the School

In so much as is compatible with the layout of the school premises all visitors to the school must report to the Secretary's office.

Behaviour while on School Tours

1. Normal school rules of good behaviour apply.
2. Strict discipline is imposed.
3. Adequate supervision will be provided.
4. Parents are advised in writing of all tours before actual tour and written permission is obtained. Only those for whom such permission is obtained will be allowed on tour.
5. When appropriate a small first aid kit is brought by the class teacher.
6. Mobile Phones are not allowed for pupils.

Accident Policy.

When an accident occurs the extent of the injury is considered and evaluated. A number of staff has undergone First Aid training but only superficial accidents are treated. A first aid kit is kept and used where doubt is expressed as to the extent of injury or sickness, a parent or their nominee is contacted and asked to bring the child home and/or seek medical advice. Staff examining and cleaning wounds must wear rubber gloves provided in first aid kit. In the case of an accident in the playground, at any break, the responsibility rests with the Teacher on duty to decide the course of action to be taken. Each pupil's parent or guardian must give details of any defect in child's health on registration form. Any medical conditions must be revealed. The name of the family doctor must be given.

An accident book is kept on all incidents detailing date, time, teacher on duty, how accident occurred, injury sustained, treatment given and time parent was informed.

Medication

As a rule, teachers will not be involved in the administration of medication to pupils.

Parents are welcome to come to the school and administer medication themselves.

Once a pupil is able to open the medication himself or herself and have a written note from their parent, he/she can take this medication in school time under the supervision of the teacher.

Each class teacher will be made aware of any illness, medication or particular care to be taken of an individual child at the beginning of the year. Each teacher will also have a full list of children's home telephone numbers.

Infectious Diseases

It is the policy of the Board of Management of Kilchreest NS that all infectious diseases shall be noted 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 principles of cleanliness, hygiene and disinfection and have provided, disposable gloves for use in all First Aid applications, cleaning tasks, etc.

Smoking in the workplace

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

General Guidelines on Overall Supervision

Primary Circular 18/03

The overall responsibility for the day to day management of school supervision will continue to rest with the Principal teacher. The terms of Circular 16/73 will continue to apply i.e. "the Principal teacher should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch-breaks, assembly and dismissal".

The children are supervised from 9.15 a.m. to 9.20 a.m.

The other breaks are 11.00 a.m. - 11.10 a.m. and 12.30 - 1.00 p.m. The deputy Principal makes out the rota on an annual basis.

On wet days, the roistered teacher on duty supervises the children. Senior children assist supervision in junior and senior infants and first and second class. Responsibility reverts back to class teachers once breaks are over.

Policy on 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.

Electrical Equipment

Part 3 of the Regulations relating to Electricity [as amended by the Safety, Health and Welfare at Work (General Application)(Amendment) Regulations 2007 (S.I. No. 732 of 2007)] sets out a range of requirements including suitability of electrical equipment and installations, adverse or hazardous environments, identification and marking, protection against electric shock, portable equipment, connections and cables, overcurrent protection, auxiliary equipment and battery supply, switching and isolation for work on equipment made dead, precautions for work on electrical equipment, working space, access and lighting, competent persons, testing and inspection, earth leakage protection for higher voltage, switch rooms, fencing of outdoor equipment and overhead lines and underground cables.

1. The equipment used in the school is comprised of tape recorders, computers, C.D. players, D.V.D.'s, vacuum cleaner, keyboard, photocopier, phone, answering machine, Fax machine, projectors, T.V., microwave and an electric kettle.
2. Arrangements will be made for all appliances to be checked on a regular basis. 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 cables are intact and free of cuts and abrasions.

P.E. Equipment

1. All equipment used is approved for use by children. Mats and benches are all used during P.E. Class under supervision.
2. The basketball court provides a non-gritty surface for playing.
3. Any faulty equipment will be taken out of use until repaired or replaced.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of **Kilchreest National School** in accordance with experience and the requirements of the Health and Safety Act and the Health & Safety Authority.

This policy was adopted by the Board of Management of Kilchreest NS.

Signed on behalf of the Management:

Chairperson Date.....

Principal..... Date.....

Safety Officer Date.....

(Nominee of B.O.M.)

Safety Officer Date.....

(Nominee of Staff)