

## SAFETY STATEMENT

# **Bray School Project: General Safety Statement**

(Health and Safety 3)

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 Board of Management Safety Officer. 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 Bray School Project 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.
- ◆ Plant and Machinery should be operated safely in 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.
- ◆ This statement will be continually revised by the Board of Management 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.

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, to any person legitimately conducting school business, and to the public. The Health and Safety Authority must be notified when an accident/incident occurs which requires treatment from a medical practitioner or treatment in hospital. An accident or incident which results in an employee being absent from work for 3 days or more must also be reported to the Authority.

The Board of Management undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 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.

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- (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 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 (see section 9 of safety, health and welfare at Work Act 1989).

### **Consultation and Information**

It is the policy of the Board of Management to consult with staff in preparation and completion of hazard control forms, to ensure that all present and future staff have access to this safety statement 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**

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will 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 that:

- (i) 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 fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (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, other general areas and the main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.

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- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) 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 is responsible for the office. Staff room is every teacher's responsibility.
- (x) 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. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. External store to be kept locked
15. Lawnmower
16. Slabs around perimeter of school
17. Storage sheds
18. Icy surfaces on a cold day
19. Mats in hall
20. Windows opening out
21. Outdoor play structures

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document).:

- (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 manufactures 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.

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- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) 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.
- (i) Also – annual routine for inspecting furniture, floors, equipment and fittings.
- (j) **Principal** will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (k) **Principal** will check that all PE and other mats are in good condition and that wooden beams, benches etc. are free from splinters and generally sound.
- (l) **Principal** will check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (m) **Caretaker** will check that there are no uneven/broken/cracked paving slabs.
- (n) **Caretaker** will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- (o) **Teachers** check that manholes are safe.
- (p) Check that all play areas, are kept clean and free from glass before use - **caretaker**
- (q) Check that outside lighting works and is sufficient - **Board of Management.**
- (r) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely – **caretaker.**
- (s) Check that refuse is removed from building each day and is carefully stored outside. **Caretaker.**

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. 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 leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing

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instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

### **Drugs And Medication**

It is the policy of the Board of Management that drugs, medications, etc. be kept in a specified cabinet, and used only by trained / authorised personnel see also Medication Policy.

### **Welfare**

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

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 pupils 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 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 that the school 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.

### **Visual Display Units**

It is the policy of the Board of Management that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and

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Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of the Board of Management that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases – see list in medical policy. 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.

### **Assaults on Staff**

- Steps to be followed in the event of an assault - DES circular 40/97
- The incident should be reported immediately to the principal / other colleague
- Details of the incident should be recorded in an Incident Book
- Situations where an individual has been intimidated or threatened with physical violence should also be recorded
- Where necessary immediate medical assistance should be sought
- The BOM should be informed, also the Garda as well as the insurers should the seriousness of the incident warrant it.

### **First Aid**

It is the policy of the Board of Management to provide training in First Aid for staff periodically.

(1) Notices are posted in the office detailing:

- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents whether to employees or to pupils or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate, to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Principal.

The Safety Officer will ensure that there will be maintained in the school a suitable supply of First Aid materials – as listed in Appendix A of the Medical Policy.

First Aid will be stored as follows:

- 2 First Aid cupboards, one in staffroom, one in An Grianán
- 3 First Aid boxes – 2 in secretary's office for trips, 1 in staffroom cupboard for Sports Day (to be supplemented with ice packs + icebox)

Disposable gloves must be used at all times in administering First Aid.

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### **AED**

The AED is situated in the staffroom – list of trained personnel in Appendix B (Accident and Injury policy)

### **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 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.

### **Entering and exiting the school grounds**

- (1) All parent/guardians/carers should ensure that they and their children enter and leave the school grounds with due care.
- (2) Parents and staff are advised to drive slowly on approach roads and to park with consideration for the school community and for the local community.

### **Revision Of This Safety Statement**

This statement shall be regularly revised by the Board of Management of Bray School Project in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Michelle Adebisi\_\_\_\_\_ Date: \_23/10/12

Principal: Carol Lanigan\_\_\_\_\_ Date: \_23/10/12

Safety Officer: \_Clare Sheridan\_\_\_\_\_ Date: \_23/10/12

Bray School Project

Policy statement in accordance with the safety, health and welfare at work act 1989

Members of the Board of Management

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Chairperson:

Board Members:

Safety Officer:

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989