Safety Statement

Health and Safety Policy

Updated February 2023

Darley National School

Health and Safety Policy 2019

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 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 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 Darley 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 may be opened 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 their health and safety at work.
- 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

- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Darley National School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management of Darley National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Duties of Employees:

1. 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.
2. To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for him/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
4. 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.
5. To conduct a health and safety assessment of their classroom annually and to report the findings to the principal.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or 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.

Consultation and Information

It is the policy of the Board of Management of Darley National School to consult with staff in 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 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 be dealt with immediately 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 Darley National School that:

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 fire extinguisher shall have instructions for its use. All fire extinguishers are upgraded as necessary and before their expiry date.
2. The Principal and Special Duties Post Holder will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer).
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety Officer).
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.

6. Assembly areas are designated outside school building, and the locations specified.
7. Exit signs shall be clearly marked.
8. 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, are responsible for the office. The staff room is every teacher's responsibility. Cleaner to check when cleaning.
9. The Principal and Special Duties Teacher shall be responsible for fire drills and evacuation procedures. Fire drills are recorded in the fire safety book.
10. 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.

- Wet corridors
- Trailing leads
- Computers
- Guillotine
- Projectors
- Fuse board
- Electric kettles
- Boiler house
- Ladders
- Loose gravel on school yard
- Protruding units and fittings
- External store and cleaner's store to be kept locked
- Icy surfaces on a cold day
- Mats in hall
- Windows opening out.

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

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. 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.
2. In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
3. Where applicable, the Board of Management will ensure that members of staff will have been instructed in the correct use of plant, machinery and equipment.
4. All machinery and electrical equipment are fitted with adequate safeguards.
5. Precautionary notices, in respect of safety matters are displayed at relevant points.
6. Ladders must be used with another person's assistance.
7. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
8. The Board of Management will check that floors are clean, even, non-slip and splinter proof.
9. Each teacher will check the PE equipment is stacked securely and is positioned so as not to cause a hazard.
10. Each teacher will ensure that all PE and other mats are in good condition.
11. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings will be the responsibility of Board of Management Safety Officer and Staff Safety Representative.
12. The Board of Management Safety Office will check that roofs, guttering and drain pipes, as far as can be seen, are sound and well maintained.
13. Teachers to check that manholes are safe.
14. Ensure that all play areas are kept clean and free from glass before use.
15. Check that outside lighting works and is sufficient (Board of Management).

16. Check that all builder's materials, caretakers' maintenance equipment, external stores are stored securely. (Principal and Board of Management Safety Officer).
17. Check that refuse is removed from building every second day and is carefully stored outside (Caretaker).

Constant Hazards

Machinery, kitchen equipment and electrical appliances

It is the policy of the Board of Management of Darley National School 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 by a competent person i.e. maintenance person, the supplier or 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 of Darley 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 secure 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 of the Darley National School that no medicines other than those in the First Aid Box are permitted in school. Any prescribed medicines, such as inhalers, are kept by the child's class teacher and stored safely.

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 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 the Darley 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.

Smoking

It is the policy of the Board of Management of Darley national School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. This is in keeping with the Smoke Free Workplace Law 29/03/2004.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff members 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 of the Darley National School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDUs will be studied and recommendations and directives implemented.

Infection Diseases

It is the policy of the Board of Management of the Darley National School that all infectious diseases shall be notified 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. 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.

First Aid

1. The location of the First Aid box is in the staff room. Contact details of each student are kept in each classroom and in the secretary's office.
2. All incidents, no matter how trivial and whether to employees or to students 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 Book is kept in the staff room for the recording of all accidents and incidents by the teacher on duty or the Safety representative.

3. The Special Duties post holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing
    - Portable container
    - Disposable gloves
    - Face shield/pocket mask
    - Paramedic shears
    - Dressings/bandages/tapes
    - Sterile dressings in different sizes
    - Crepe bandages
    - Roller bandages
    - Triangular bandages
    - Gauze
    - Plasters – non allergenic (breathable)
    - Strapping
    - Wipes – non alcohol
    - Burn dressing (water gel)
    - Ice packs/cold packs
    - Foil blankets
    - Eye wash – sterile water only
    - Paper bag
    - Plastic bag
    - Safety pins
    - Notebook and pen

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

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to a teacher 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 co-workers 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.

Collecting Children

Due to the high level of congestion at the school in the mornings and evenings, the following protocol has been devised:

- It is extremely important that everyone plays their part in orderly and safe set down/pick up at the school. Once the pupils have been returned to the parents/guardians the school's responsibility for them ceases.
- Parents/guardians, who deliver/collect using their own vehicle, must co-operate with the hand-over of children at the school – ensuring that they are guided safely to the school gates, and ensure they are received in person at the school's front door when they exit. This will ensure that children are not running out into moving traffic, or will go unnoticed by passing traffic and so on. With growing pupil numbers, the traffic is going to increase further at the school making the situation even more dangerous. The Board of Management advises all parents of the following procedures for drop off and collection of your child:
    - ✓ Any pupil who is being dropped off by car must be guided safely to the school gate
    - ✓ All pupils who are going home at both 2pm (junior infants) and at 3pm will be accompanied to the school door by a member of staff. Parents/guardians must collect their child at the school door. Pupils

going home by bus or who are attending Little Stars After School Club will be escorted to the school gates by two members of staff and released bus by bus from the school.

- ✓ Parents who collect by car are asked to follow the flow of traffic in a 'U' shaped direction from the front gate. Pupils are released by staff as each of the vehicle collecting those pulls up in turn. **No line jumping or reversing should take place by any vehicle driver in the queue, this puts the health and safety of pupils and other vehicle drivers at risk.**
- ✓ **No pupil will be released until a parent/guardian is present, unless by prior arrangement.**
- ✓ The Board would also ask parents to do this promptly as it will facilitate others in parking and will ease congestion and improve safety.

Wearing of Earrings

A maximum of one stud earring in each ear lobe is permitted to be worn. No hoops or dangling earrings are permitted. Earrings are not permitted in the higher part of the ear. Nose rings and other unsafe piercings are strictly forbidden.

Non compliance with this review will be treated as a breach of school rules and subject to sanctions as laid out in our school's Code of Behaviour.

The B.o.M. or school staff will not be responsible for any loss/damage of earrings or injury caused as a result of the wearing of earrings.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of Darley National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority. Health and Safety will be discussed regularly at staff and Board of Management Meetings.

Updated on behalf of the Board of Management on 28th February 2023.

Chairman: *C. McCollum* **Date:** 28th February 2023

Principal: *Derek Middleton* **Date:** 28th February 2023

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005

Member of the Board of Management

Chairperson: Rev Charles McCollum

Board Members: Derek Middleton, Ashley White, Liza McMeekin, Hazel Parker, Ken McNeill, Gary Hall

Safety Representative:

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 2005

Darley National School Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of the Darley National School to ensure, so far as is practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice.
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively.
3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
4. Continually improve the system in place for the management of, occupation of, safety health and welfare and review it periodically to ensure it remains relevant, appropriate and effective.
5. Consult with staff on matters related to safety, health and welfare at work.
6. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: *C. McCollum* 19th November 2019

Chairperson, Board of Management Date