

The Board of Management of Lawrencetown National School recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act 1989 and 2005. The Safety Statement sets out the Safety Policy of the Board of Management of Lawrencetown National School and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

The policy requires the co-operation of all employees. It is our intention to undertake regular reviews of the Statement in light of experience, changes in legal requirements and staff or operational changes.

The Board of Management will undertake to carry out a safety audit annually in the third term and report this to both staff and the Board of Management.

All records of accidents will be kept in the accident report copy that is stored in the staff room. These will be monitored in order to ensure any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents.

Specifically the Board of Management wishes to ensure as far as is reasonably possible:

- a) The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- b) There shall be safe access to and from places of work.
- c) Plant and Machinery may be operated safely in so far as is possible.
- d) Work systems shall be planned, organised, performed and maintained so as to be safe without risk to health.
- e) Staff shall be instructed in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- f) The provision of adequate plans to be followed in emergencies e.g. fire drills, injuries etc. and these to be revised as necessary.
- g) This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board at the beginning of each school year.
- h) Employees shall be consulted on matters of health and safety.

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

The Board of Management of Lawrencetown N.S. will ensure that the provisions of Safety, Health and Welfare at Work Act 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) Ensure that he or she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- (c) To co-operate with his/her employer and to comply with any of the relevant statutory provisions.
- (d) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided for securing his/her safety, health or welfare at work.
- (e) To report to the Safety Officer –Marie Lantry (staff safety officer) or Michael Healy (B.O.M. safety officer) who will 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.
- (f) Not engage in improper conduct or other behaviour that that is likely to endanger his or her own safety, health and welfare at work or that of any other person.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or anything provided in pursuance or any of the relevant statutory provisions for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989 and 2005).

Consultation and Information

It is the policy of the Board of Management of Lawrencetown National School:

- a) To give a copy of the Safety Statement to all present and future staff
- b) That any additional information or instructions regarding health, safety and welfare at work, not contained in this document, will be conveyed to all staff as it becomes available.
- c) 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 Lawrencetown National School that:

- a) There is an adequate supply of fire extinguishers which will deal with any type of fire.
- b) All fire equipment is serviced regularly
- c) Regular fire drills take place at least once a term
- d) Signs will be clearly visible to ensure visitors are aware of exit doors.
- e) All electrical equipment will be unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The staff room is every teacher's responsibility.
- f) The principal shall be responsible for fire drills and evacuation procedures.
- g) All doors, corridors and entry points shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher has a fire exit window in his/her classroom and must ensure that the window sill for this is kept clear.
- h) All recommendations made by a Fire Officer in addition to these provisions will 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.

- a) Wet corridors
- b) Individual classrooms – trailing leads school bags on floors, lights etc.
- c) Hallway and cloakrooms- protruding coat rails, hurling equipment etc.
- d) Toilets- water, hand dryers, floors
- e) Ice- flooding on yards
- f) Doors- double doors in hallway and P.E. room
- g) Trailing leads- laptop use by pupils in classrooms
- h) Computers
- i) Electric kettle and toaster- staffroom
- j) Ladders- pupils may not use ladders
- k) Flat roof of school and hall
- l) Walls around the perimeter of school
- m) Exit gates
- n) Thorn bushes leaning in over one boundary wall
- o) Icy surfaces on a cold day
- p) Running indoors
- q) Children being dropped off/ picked up from school
- r) Goal posts

To minimise these dangers the following safety/protective measures shall 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) All plant and machinery is to be used in strict accordance with 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) Ladders must be used with another person's assistance.
- e) Broken glass will be immediately removed on discovery.
- f) The Board of Management shall check that all floors are clean, non-slip and splinter-proof.
- g) PE equipment will be stored securely and positioned so as not to cause a hazard/obstruct fire exit. Teachers are asked to check this on a weekly basis and encouraged to retrieve PE equipment themselves.
- h) Teachers check that manholes are safe on the yard and pitch and report if there is a hazard to the safety officer/principal.
- i) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings and outside area will be carried out by the Board of Management Safety Officer (Michael Healy) and Staff Safety Representative (Marie Lantry) using the hazard check list attached to this plan
- j) Check that there are no uneven/broken/cracked cement in yard
- k) Caretaker will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- l) The Principal and Board of Management Safety Officer shall check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely.
- m) The cleaner/caretaker shall check that refuse is removed from building and is carefully stored outside.

Constant Hazards

Machinery, Kitchen equipment and electrical appliances.

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

Electrical appliances

Before using any appliance the user should check that:

- (i) All safety guards which are a normal part of the appliance are in working order
- (ii) Power supply cables/leads are intact and free of cuts or abrasions.
- (iii) Unplug leads of appliances when not in use.
- (iv) Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- (v) Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Lawrencetown National School that all chemicals, etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept out of reach of pupils. (Cleaner).

Polished Floors

It is the policy of the Board of Management of Lawrencetown National School that every attempt will be made to avoid the creation of slippery surfaces, that washing of floors will be conducted after school hours. Should floors or tiles be wet or damp, employees and pupils will be alerted by the staff member who has noticed this by cleaning the spillage and erecting a sign.

Smoking

It is the policy of the Board of Management of Lawrencetown National School that the school is 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 remove the glass/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 Lawrencetown National School that all infectious diseases shall be notified to the school so that steps can be 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.

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 the Principal or the Secretary as relevant before gaining admittance to the school. Signs will be placed at the two entrances to the school directing visitors to the secretary's office. This sign will also state the secretary's working hours.

Road Traffic

Pupils and staff shall be made aware of the constant hazard of road traffic, with particular attention being taken to the hazards involved when children are being collected and being dropped off. Teachers will walk his/her class to the exit gates to ensure each pupil has been collected. Parents will be reminded to drop off and collect their child/children on the same side of the road as the school. Pupils will adhere to the Code of Behaviour regarding retrieving a ball, which has gone out of bounds.

First Aid

It is the policy of the Board of Management of Lawrencetown National School to have a properly equipped First Aid Box available to staff at all times, to have telephone numbers of local Doctor, Gardaí, Hospital clearly displayed in the staff room.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately in the Accident Report Copy which is stored in the staffroom.

The principal will see that there will be a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Antiseptic cream
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- Ice packs

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

Revision of this Safety Statement

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

Safety Representative Check List – to be used during annual audit

Passages

- Floor surfaces are even and not slippery
- Litter has not been allowed to accumulate
- Mats are not positioned in such a way as to be tripping hazards
- No areas of loose, flaking or damaged paint, plastic or plaster board
- Running in passages or classrooms is forbidden
- School bags are zipped and placed under pupils' tables

Doors and windows

- Doors are unobstructed
- No doors with loose or broken hinges or damaged catches, loose or stiff handles
- Windows are not broken or cracked, are cleaned regularly, will open easily and do not have broken fastenings
- Fire window sills are kept clear.

Heating and Ventilation

- Heating system is regularly serviced
- Blinds are in order for shading glass
- Windows can be easily opened for adequate ventilation

Fire Safety

- Fire exits are clear
- Exits are marked
- Staff and pupils are familiar with evacuation procedures
- Staff are familiar with the use of fire extinguishers
- Fire drill is carried out once per term
- Flammable substances, photocopying chemicals are stored correctly

Electrical equipment

- Equipment is correctly wired and earthed
- Plugs are correctly wired

Lighting

- All light fittings are working
- Switches are in a safe condition
- Lighting is adequate

Plugs, sockets and leads

- Plugs are in good condition
- Sockets are in good condition
- Socket screws are secure
- Insulation on leads is not cracked
- There are no trailing leads

Equipment

- Electrical equipment is not damaged and operating correctly
- Manufacturer's instructions are filed and easily accessible
- Equipment is only being used for purposes for which it is intended
- Switches are off when not in use

First Aid

- First aid boxes are available to all employees
- Telephone numbers of doctor, gardaí and hospital are readily accessible
- First aid box is adequately stocked
- Accident book available and kept up-to-date

G.P./P.E. Room

- Cupboards and display units are stable
- No sharp edges on furniture
- Furniture is positioned safely
- Library is kept neat and tidy

Kitchen Areas

- Kitchen is kept clean

Staff facilities

- Staff room is clean, warm and well lit
- Provisions for tea and coffee are made

Hygiene

- Check that the following are available:
 - Soap, hand dryers, toilet paper, bin
- Toilets and hand basins are working properly
- Drinking water supply is available

Outside Areas

- No uneven, cracked, broken paving
- Roofs, gutters, drain pipes are sound and maintained
- Play areas are free from glass
- Builder's materials, caretaker's maintenance equipment etc. are kept securely
- Gates are working properly
- Bicycles are parked during the day in the bicycle shed and cycling is forbidden on school premises
- Thorns and bushes that are presently a hazard are dealt with.

Signed\:

Date:

Policy Statement

On Safety, Health and Welfare at Work of the Board of Management of Lawrencetown National School

The members of the Board are:

Chairperson: _____

Board Members:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Reviewed by members of the Board of Management, in consultation with teachers in accordance with the Safety, Health and Welfare Act 1989 and 2005. This policy will be communicated to the parents through the school website and text a parent alert.