



HEALTH and SAFETY STATEMENT

Introduction

This document has been prepared in compliance with Section 30. Safety in Industry Act 1990 and Safety, Health and Welfare at Work Act 1989.

Board of Management Philosophy

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of every employee and guest alike. It is mindful of the unique place of the school as an extension of the home life of the child and of the responsibilities entrusted by the parents of the pupils. Safety, health and welfare within the school is, and has always been, a most sacred duty incumbent on all the members of the school community and one which calls for constant vigilance. The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

Safety

Safety is the responsibility of everybody. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents. Under Rule 123 (4) and Circular 16/73 of the Department of Education, the Principal Teacher is responsible for the discipline of the school generally, the control of other members of the teaching staff, including the co-ordination and effective supervision of their work, the Organisation of the school and other matters relating to the school. In carrying out these duties the Principal is required to organise supervision of the order and general behaviour of the pupils during school hours. In particular he should organise and participate in the effective supervision of the pupils during breaks, lunch periods, assembly and dismissal. A table of names and times of supervision duties is on display in the staffroom. The Principal Teacher is to arrange adequate supervision and work for pupils whose teacher is absent and will hold regular conferences with staff on matters concerning the general work of the school.

The aim of this Board of Management is to provide a healthy, safe environment for all our pupils, staff, and visitors to our school in so far as is possible within the constraints imposed upon us but in compliance with the Safety, Health and Welfare Act 1989. We try at all times to ensure that the school environs, inside and out, are kept hazard free. As the capitation and maintenance grants provided by the Department of Education are totally inadequate we are forced to fund raise on a regular basis, but it is still becoming increasingly difficult to maintain the high safety standards that are not only the right of the pupils but also of the staff permanent and otherwise.

To be reviewed annually: The Board Of Management shall monitor safety generally and the operation of safety procedures. Anyone who notices a potential hazard is asked to bring it to the attention of the Principal or any member of the Board of Management.

Personal Accident Insurance for Pupils.

Staff, pupils and all visitors to the school are covered with Allianz Insurance. Parents are encouraged to take out a Personal Accident Insurance Policy for each of their children independent of the school's own policy. The school arranges for this at the beginning of each school year with Allianz Insurance Company.

Fire Drill.

A fire drill will be conducted at least twice yearly during which all emergency exits and an assembly point will be pointed out to the pupils. The Board will ensure that the emergency exits are kept clear. All fire extinguishers will be checked regularly.

Fire Protection and Prevention

Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements. This equipment is regularly tested and serviced and relevant employees trained in the safe use of the equipment. Fire safety inspections are regularly carried out. In the event of a fire the safety of pupils and all staff is the primary concern. Evacuation should be carried out safely, quickly and efficiently. Doors of rooms should be closed to minimise the dangers of smoke preventing evacuation.

Evacuation

Evacuation drill has been prepared and is provided to each employee. Evacuation drills will take place at least twice a year. Each teacher is responsible for following this procedure and ensuring that all members of their class reach the Fire Safety Point in a timely fashion (in the Playground where it is clearly marked). Employees are reminded to familiarise themselves with the procedure. Safety Representative, Eileen Mulhall, has responsibility for taking the school Register/Roll Book to the Fire safety point where a roll-call can be carried out.

Smoking

The school building and the school grounds are no-smoking areas.

Duties of Employees

The attention of employees and trainees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989:

It shall be the duty of every employee:

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.

To co-operate with his/her employer and any other persons to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

To use in such manner and so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by her/him in common with others) for securing her/his safety, health or welfare of which she/he becomes aware.

Hazards

The Board of Management in consultation with the Teaching Staff has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- Activity outside the Classroom
 - Uneven surfaces in the playground, corners, slippery areas will be pointed out to the children, and the children asked to take due care when playing.
- Activity within the Classroom
- Restricted Areas
 - The cupboard in the hall is out of bounds to pupils as it contains cleaning agents.
- Hygiene
- Fire Drill
- First Aid

Supervision:

The school opens for school business at 8.50a.m. and in accordance with Rule 124 (1) teachers will be present to exercise the required supervision over their classes at that time. It is recognised that the short break at 10.50 a.m and the lunch break at 12.25 pm require special attention and care. The attention of the Teaching staff is directed to rule 121 (4). In all pupil activity involving games of whatever kind, teachers will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

With reference to our **Child Safeguarding Risk Assessment:**

1. Persons Responsible for First Aid or cleaning of a child who has had a toileting accident:

both teachers - 2 Adults to be present when attending injuries to sensitive area where possible, or in cases where one adult is on their own with the child, have a sibling present also.

2. Volunteer Transport:

More than one child should be in each car when being transported on school outing by a parent; and all children in the back seat.

3. Extra Supervision using Croke Park Hours: Pupils who arrive early for school will be supervised by teachers for 15 minutes before school opening time ie. from 8.35 am until 8.50 am

Within the classroom and school building the hazards with potential for injury for all within the school, are:

activity involving the use of tools of any kind e.g. staplers, cutting instruments, pointed implements etc.

activity involving the use of electrical power

moveable furniture

corridor floors especially when damp or wet.

Activity which uses hot water.

Teachers are professional people trained to conduct group activity. Teachers and ancillary staff are requested to conduct a periodic safety check of their work-place and to effect or to request immediate corrective action.

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

Accident/Incident Reporting:

All incidents whether to employees, pupils, or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.

General Safety

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

Observing the general rules of safety and the specific rules of the school.

Using equipment in a safe and proper manner.

Ensuring that no practices are used which may act as source of danger to employees or pupils.

Keeping the school clean and tidy at all times.

Ensuring that all corridors and passageways, particularly those leading to escape routes are kept free of obstructions at all times.

Ensuring that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

Road Safety.

The importance of Road Safety, but particularly in relation to walking and cycling to school, will be stressed on a regular basis to students, and the Safe Cross Code thoroughly taught.

Leaflets from the Road Safety Authority are distributed to pupils and parents

All children will be encouraged to wear safety helmets when cycling to school, and seat belts when travelling by car.

Safety Training

All employees will be advised of the nature and location of fire equipment and shall be notified of any change in the safety procedure.

Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person.

Welfare

To ensure the continued welfare of employees and pupils, toilet areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas.

First Aid

A First Aid box is available.

First Aid Box Contents:

Bandages, plasters, Dettol, Savlon ointment, cotton wool.

Location of First Aid Box: In the drawer under the sink unit in the Staffroom

Administration of Drugs/Medicines

It is the general policy of the staff of Lisnafunchin National School not to administer any medication to any pupil. However, an exception can be made should a child have an illness which requires medication during school hours, following a written request from parent or guardian. Each case will be dealt with by the Board of Management on its own merits.

Serious Accident Procedure

1. Do not move person
2. Stay with person.
3. Seek help immediately – send Senior child to alert other staff members.
4. Staff member dials 999.
5. Staff member contacts parent/guardian.

All these regulations cover employees or persons using the premises.

Flu-Virus/Pandemic Threats:

Lisnafunchin follows advice given by the Health Safety Executive and the Dept of Education at times when there are threats of the spread of Pandemics such as Flu Virus A(H1N1). Pupils are taught lessons and procedures to help minimize the threat of the spread of such viruses.

Safety Consultation Arrangements

Designated Safety Officer :

Safety Representative :


Formal Safety Consultation meetings will be held every 12 months.

These meetings will be attended by the Principal, the Safety Officer, the Safety Representative, and all BOM members.

This Safety Statement is aimed at protecting our employees and pupils from workplace accidents and ill health at work. It is our programme in writing to manage health and safety.

The Safety Statement is available to our employees, outside service providers and Inspectors of

the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year.

Signed:  Chairperson, on behalf of the Board of Management

Date: 27/08/2019.

Review: 2020