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Kilbritten N.S.

Reviewed: September 2023

### **Kilbritten N.S. Safety Policy (Safety Statement)**

This safety statement is aimed at protecting our students and staff 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 staff, students, outside service providers and inspectors of the Health & Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:

- Provision of a safe workplace
- Safe access and egress routes
- Safe handling and use of equipment
- Safe equipment including maintenance and use of appropriate guards
- Provision of appropriate personal protective equipment

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson of Board of Management

### **Policy Statement:**

The Board of Management of Kilbritten N.S. 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 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 Kilbrittain N.S. 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 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.

Plan 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 Kilbrittain N.S. recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Kilbrittain N.S. 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.

(c) To use in such a 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 otherwise, 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 of Kilbrittain N.S. 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 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 insofar as resources and circumstances allow.

### **Fire**

It is the policy of the Board of Management of Kilbrittain N.S. 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 (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (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 his/her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.

(vi) Assembly areas are designated a letter for each room, and the locations specified.

(vii) Exit signs shall be clearly marked..

(vii) Principal shall be responsible for fire drills and evacuation procedures.

(ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

(x) Fire Officer: Principal Karen O' Donovan.

Deputy Fire Officer: Niall Moynihan –Deputy Principal

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 and hall floors.
2. Tarmac driveway – in ice or wet weather
3. Steps within/outside building
4. Trailing leads
5. Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettle
10. Boiler house
11. Ladders
12. Excess gravel on school yard
13. Protruding units and fittings
14. External store to be kept locked
15. Slabs around perimeter of school
16. Garden stores

- 17. Icy surfaces on a cold day
- 18. Mats in hall
- 19. 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):

- (a) Access to school by tarmac driveway restricted (signage in place)
- (b) Handrails to be used when ascending / descending steps
- (c) Access to and operation of plant/equipment is restricted to qualified members of staff, whose job function is that 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.
- (d) In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (e) Where applicable, the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (f) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (g) Ladders must be used with another person's assistance.
- (h) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (i) Board of Management will check that floors are clean, even, non-slip and splinter-proof.

(j) Principal will check that PE equipment is stacked securely and in position so as not to cause a hazard.

(k) Check that all PE and other mats are in good condition.

(l) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.  
Board of Management Safety Officer and Staff Safety Representative.

(m) Check that wooden beams, benches etc are free from splinters and generally sound. –  
Deputy Principal

(n) Check that there are no uneven/broken/cracked footpaths. Caretaker under Board of Management.

(o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.

(p) Teachers check that manholes are safe.

(q) Check that all play areas, especially sand pits, are kept clean and free from glass before use.

(r) Check that outside lighting works and is sufficient. Board of Management.

(s) Check that all builder's material, caretaker's maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer

(t) Check that refuse is removed from the building each day and is carefully stored outside.  
Caretaker

(u) Check that fencing / wire is secure, B.O.M., Caretaker.

### **Constant Hazards**

Machinery, kitchen equipment, electrical appliances.

It is the policy of the Board of Management of Kilbriain N.S. 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 and 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 Kilbriain N.S. 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.

### **Fire:**

Fire Safety Officer: Karen O' Donovan - Principal.

Deputy Fire Officer: Andy Concannon – Acting Deputy Principal\_

It is the policy of the Board of Management of Kilbriain N.S. that:



- 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.
- Fire drills/ evacuation procedures take place at least once a term. A written log of the above drills will be kept in the Fire Safety Register in the Principal's office. i.e. times etc. of drills and service dates of equipment. Evacuation routes, procedures and assembly zones are outlined to all staff members.
- Fire alarms are clearly marked.
- Signs are clearly visible to ensure that visitors are aware of exit doors and routes.
- All doors, corridors, and entries shall be kept clear of obstruction. Doors are able to be opened at all times from within the building. Each door within the school are to be closed upon leaving the school.
- Assembly areas are designated and the assembly zones are marked outside the school building. Fire Zones and class lists are clearly displayed in each classroom. The teacher will ensure that their entire classroom is evacuated in an orderly fashion and assembled at their Fire Assembly Zone. Once the class is assembled a roll call is to be taken.
- Exit signs are clearly marked.
- 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, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check electrical appliances when cleaning.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented. Fire Officer will ensure that the fire detection and alarm systems, the first aid equipment, the extinguishers and the emergency lighting systems are up to date, fully serviced annually and certified in accordance with the standards.
- The Fire Officer will take note of the following- All potential ignition sources identified.- The boiler room is free from flammable materials and combustible materials.- The presence of others within the school in the event of a fire.- Consideration should be given to children with special needs when and if these needs are an issue.
- The person discovering the fire should raise the alarm by setting off the fire alarm and then informing the Fire Officer. The Fire Officer may try to deal with the fire there and then and/or contact the emergency services.

All persons must leave the building without delay to collect personal belongings. Persons should go immediately to assembly areas. Nobody should re-enter the workplace until the emergency services give the "all clear".

Surespec Ltd is responsible for servicing and testing the fire alarm systems ensuring that this equipment is maintained in line with the required servicing intervals. The B.O.M. is responsible for the servicing of the emergency lighting within the school Apex Fire Ltd. will service the extinguishers annually. Details of servicing/ testing are available in the Fire Safety Register which is kept in the Principal's office.

### **Welfare**

To ensure the continued welfare of staff and children, toilet and cloakroom areas are provided. A staffroom from the work area is provided, where tea and lunch breaks may be taken. Staff must cooperate 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 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 Kilbriain N.S. 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, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is the policy of the Board of Management of Kilbriain N.S. 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 of Kilbriain N.S. 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 of Kilbriain N.S. 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 VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of the Board of Management of Kilbriain N.S. 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**

Any staff member shall administer First Aid in the normal course of duty where so required, for minor injuries incurred often during playtime. Disposable gloves should be used at all times.

Two first aid kits are located – One in an infant classroom (no 2) to be brought to the infant yard at break times, the 2 in senior classroom (no 5) to be brought to main yard.

Basic first aid kits shall comprise of plaster, bandage, antiseptic wipes, scissors, tape, cold pack (in fridge in staff room).

In the event of a more serious injury, parents or agreed contacts will be notified immediately, doctors will be called upon where deemed necessary (and with prior understanding by parents that it may be necessary to notify a doctor before notification of the parent).

Contact numbers for parents / next of kin of students and staff in office.

### **Accident / Incident Reporting**

Accidents or incidents involving staff/students shall be reported to the Principal, and recorded in the Accident/Incident Book.

Any accident which results in staff/pupil being injured, unable to perform normal duties for more than 3 consecutive days will be reported to Health and Safety Authority [www.hsa.ie](http://www.hsa.ie)

### **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. 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 suitable protection.

### **Collecting Children**

(1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds

(2) Parents are advised to avoid driving onto school premises when dropping / collecting children.

(3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

### **Revision of this Safety Statement**

This statement shall be regularly revised by the Board of Management of Kilbrittain N.S. 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

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Imelda Hurley

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Karen O'Donovan

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989.