

Health and Safety Statement

This safety statement is drawn up in accordance with the Safety, Health and Welfare at Work Act 2005.

Safety Organisation

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer monitors safety generally and the operation of safety procedures. The Principal should ensure that each employee knows where to refer to a copy of the Safety Statement and is familiar with its contents.

Consultation Procedure

The Board endorses the recommendations on Health and Safety consultation set out in "Guidelines on Safety Consultation and Safety Representatives."

There should be regular discussions on health, safety and welfare items at Board and staff meetings, with specific input at these meetings from the Safety Officer (BOM meetings).

The Principal will make health, safety and welfare an important part of her reports to staff and Board Meetings. The Principal and Safety representative will review the progress on the implementation of the Safety Statement. They will regularly review accident records and consider dangerous occurrences. They will also discuss items of general interest on health, safety and welfare.

The Safety Officer

The Principal is the designated safety officer in The Deanery School. The Board of Management has appointed a board member who will support the Principal in this role. The safety officer is responsible for overseeing the safety provisions on behalf of the Board. Queries from staff regarding safety issues should be directed to the Safety Officer.

The main duties and responsibilities of the Safety Officer are as follows:

To implement the school's Safety Statement.

To guide and advise on all health, safety and welfare matters.

To ensure that the school fulfils all statutory requirements in respect of Safety, Health and Welfare at Work Act 2005.

To undertake regular and appropriate revision and consultation on the school safety procedures and on methods of operation, to ensure they are kept up to date.

To carry out regular risk assessments and implement preventative measures where necessary

To ensure that adequate safety education and training is provided to pupils and staff respectively.

The Role of Employees

In accordance with the Safety, Health and Welfare at Work Act 2005 a duty of care is placed on all employees. Hence, all employees should

- make themselves familiar with and conform to the safety and health programme of The Deanery School.
- Observe safety rules at all times
- Wear appropriate protective equipment when operating devices
- Conform to all instructions given by supervisors and others with a responsibility for health and safety.

- Report all accidents and damage to a supervisor whether others are injured or not.
- Report all hazards to the principal.

Risk Assessment- Identifying the Hazards

Classrooms

Toilet areas

Circulation areas

Playground areas

Kitchen/ Staff room areas

Cleaning

First Aid

General

- Lighting
- Ladders /Lifting
- Electricity
- Fire
- Weather Conditions
- School tours/ outings
- Car Parking
- Gates
- PE/ Sports lessons
- Litter and Refuse

<i>Hazard Area</i>	<i>Risk</i>	<i>Level of Risk</i>	<i>Controls</i>
Classrooms			
Housekeeping- slips trips falls	Moderate	Maintain good housekeeping practice. School bags to be stored in a manner in order that staff/ pupils do not trip over them Non carpeted areas to be kept free of liquids and warning signs are to be used when spillages occur.	
Furniture	Moderate	Running is not permitted in the building Encourage pupils to be conscious of their health and safety as they manoeuvre Swinging on chairs and climbing on furniture is forbidden.	
Solvents	Low	Solvents not to be stored in the classroom Strong smelling solvents must be used as per safety instructions – in well	

		ventilated areas	
Hygiene	Low	Use of hand sanitiser is encouraged Classrooms cleaned daily	
Structural	Moderate	Smaller classrooms require additional planning with regard to furniture layout and class planning ensuring fire exits etc. are always kept clear. We are aware of the guideline regarding 15 sq ft per pupil. Applications for places in the Junior Room take this into consideration as floor space is limited. 20 places available according to above guideline.	
Interactive Boards	Moderate	Eye strain risk. Class lessons to be varied in medium usage. Pupils are eye tested during their time in school in line with Dept of Health and Children.	
Toilets			
Wet flooring	Moderate	Pupils encouraged to report spillages/ leaks Toilet areas cleaned daily	
Contamination	Low	Recyclable paper towels are used to avoid contamination.	
Circulation Areas			
Corridors	Moderate	Supervision- pupils should be encouraged to move directly between rooms when they need to. Pupils are taught to carry their chairs in front of them. Doors- external doors are closed at 8:50am at the beginning of class teaching. Late comers to school must be "buzzed in" Windows- classroom windows are the responsibility of the class teacher and should be closed at the end of the teaching day.	
PE Hall	High	Wild running around is not permitted within the hall	

		Clear boundaries should be set inside which lessons should be conducted Climbing on furniture, heaters, window sills is not permitted. Attention is drawn to hazards prior to PE lesson.	
Coat Hooks	Moderate	To be erected at a safe level.	
Playground			
Surface	High	Hard tarmac surface on all areas of playground. Supervision of all play in yard areas at all times	
space	Moderate	Limited space due to small site area. Encourage sensible play Sponge balls used for soccer.	
Railings, benches etc.	Moderate	Climbing/ playing on fixtures is prohibited	
Kitchen			
Slips, trips and falls	High	Non carpeted flooring to be kept clear of spillages. Signs marking wet flooring to be used. Walkways to be kept clear and tidy	
Glass breakage	Low	Breakages to be cleaned up immediately. Glass should be wrapped in newspaper and disposed of safely.	
Microwave oven	Low	Staff use of the microwave only. A protective oven glove or other suitable covering should be used to remove hot foods to avoid burns.	
Electric Cooker	High	A protective oven glove or other suitable covering should be used to remove hot foods to avoid burns.	
Hot water burns/ scalds	Low	Hot water should be used by staff only or supervised by staff when part of class work. Thermostat fitted on water heaters in classrooms and toilets.	
Refrigerator contamination/ food poisoning	High	Ensure correct temperature >5C is maintained. Regular cleaning with use of disinfectant.	

Hot lunches	High	Test lunch provided daily to be checked with probe. Must be above 72 degrees. Children bring food waste in waste boxes. Food not to be reheated at home.	
Kettles	Medium	Keep out of reach of children when boiling. Switch off when not in use	
Fire	Medium	Flammable materials to be stored out of kitchen. Fire extinguisher to be serviced annually	
Cleaning			
Hoover	Medium	Good work practices to avoid back injuries. Ensure trailing leads do not cause trip hazards.	
Mop and Bucket	Low	Good work practices to cut down on bending/twisting	
Chemicals	Moderate	Storage should always be in the designated locked area. Good work practices- Read labels, use in accordance with instructions only, chemical use should be confined to as few people as possible, adequate protective clothing should be worn in accordance with instructions Chemicals should not be transferred from one contained to another.	
First Aid			
Infection	High	Good Practice in line with the most recent First Aid training should be implemented. Gloves should be worn at all times. Staff with infections (head colds etc.) should avoid administering first aid where possible.	
Head Injuries	High	Where there is a concern parents are contacted immediately and appropriate action is taken.	
Training		Training of staff should be made available as necessary. First Aid kits will be regularly checked and	

		stocked.	
Adequate equipment	Moderate	First Aid shall be kept adequately stocked and equipped.	
General			
Lighting	Moderate	Lights should be switched on in darker weather upon arrival in the building, particularly in circulation areas.	
Steps/ Ladders/ lifting	Moderate	Movement of all heavy objects including furniture should be done in line with good practice.	
Electricity	High	Electrical devices should be handled by staff. Care should be taken when handling machinery/ equipment Wiring/ fusing should be installed by trained competent people and serviced regularly.	
Fire	Moderate	All electrical devices should be serviced as per manufacturer's recommendations Fire exits should be kept clear of hazards at all times. Fire extinguishers should be serviced as per suppliers recommendations- at least annually. Staff should be familiar and familiarise their class with evacuation procedures Staff training in use of fire safety equipment should happen regularly. Fire drills should be practiced termly.	
Weather Conditions	Moderate	Pupils should remain indoors on days where adverse weather conditions may endanger their Health or Safety- rain, severe wind, frost, ice or snow. Where snow is deemed to be soft and ice- free and where suitable clothing is worn pupils may be permitted to go out -	

		doors. Snowball throwing cannot be permitted where there is a risk of ice being thrown also.	
School Tours	Moderate	Tours must be age and ability appropriate for the children involved. Buses should only be employed which are fully licenced, insured and with full safety belts. Regular roll call checks should be carried out over the course of a tour First Aid kits should be brought on all tours. Full permission slips and contact details for parents should be organised for all trips.	
Car Parking	High	Only staff cars and school visitors are permitted to be brought on site. Pupils should not walk through the staff car park.	
Gates	High	Access to the main road is immediate. Pupils are supervised departing the grounds.	
PE	Moderate/ High	PE is taught by class teachers and external trained teachers. Games must be supervised Pupils should follow instructions given Clear safety boundaries should be established for each lesson/activity Running games indoors should be moderate and measured allowing for the limitations of PE hall structure. Games of concern will be regularly discussed at staff meetings and prohibited where necessary.	
Litter/ Refuse	Moderate	Refuse should be removed from all bins in the building daily Waste is stored in covered bins which are collected at least weekly Bins indoor and outdoor	

		are disinfected regularly.	
Referendum/Polling Days	High	School should close to pupils as polling takes place on the premises.	

Ratification and Communication

Parents may view a copy of this policy by appointment in the school.

Signed: *Very Revd. James Mulhall*

Signed: *Elma Cooke*

Chairperson of Board of Management

Principal

This policy is reviewed annually.