

Health & Safety Statement

General Policy

The Board of Management of Kilcolman National School recognises the importance of Health and Safety in the workplace. The Board wishes to bring to the attention of its staff and all who work in or visit the school (ie contractors, visitors, general public) this Safety Statement which sets out the Safety Policy of the Board and the means through which the policy will be implemented. To this end, we intend to comply rigorously with all Health & Safety Legislation, Codes of Practice, best guidance and work methods available.

For avoidance of doubt, please note that the specific area of Child Protection and Welfare within Kilcolman NS is covered under a separate Board policy document, the detail of which is in addition to anything referred to within this Safety Statement.

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, technical and operational changes. A Safety Audit shall be carried out annually by the Board of Management Safety Officer 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 Kilcolman N.S. wishes to ensure that, as far as is reasonably practicable:

- ◆ 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 will be operated safely.
- ◆ 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 practicable so as to ensure their health, safety and welfare at work.
- ◆ 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.
- ◆ Adequate Welfare Facilities shall be provided.

- ◆ A copy of this Safety Statement will be kept available for inspection at our school at all times.
- ◆ All necessary information relating to safety will be available in a format that is easily understood.

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

The Board of Management of Kilcolman N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to along with the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all Statutory Provisions including those covering Manual Handling, Harassment, Bullying Etc.

A member of the Board of Management will be appointed as Safety Officer and appropriate training provided in order to assist the Board with the implementation of the policies outlined in this Safety Statement.

Safety Management Structure.

(See Appendix 1)

The ***Board of Management of Kilcolman NS*** has overall responsibility for the Health Safety and Welfare of all Employees, Children, Contractors and Visitors to the School. For practical reasons, this responsibility is assigned to the ***Principal*** on a day to day basis

A ***Safety Representative*** has been appointed to represent the employees at Kilcolman NS. He/She may consult with, and make representations to, the Safety Officer, Principal and Board on safety health and welfare matters relating to employees in the school. He/She may investigate accidents and dangerous occurrences to find out the causes and help to identify any remedial or preventive measures necessary. Subject to prior notification to the Safety Officer and Principal, the Safety Representative may also carry out inspections in the school to identify hazards and risks to safety and health. The Safety Representative has an important role to play in the promotion of health and safety.

A designated ***Safety Officer*** has been appointed by the Board of Management and is responsible for coordinating safety management within Kilcolman NS. The Safety Representative will normally liaise with the Safety Officer (and the Principal). The Principal retains responsibility for effecting urgent repairs or taking corrective action on a daily basis. More complex concerns should be referred to the Board of Management for resolution. The Board has ultimate responsibility for the resolution and resourcing of health and safety issues, which arise in the school. The Department of Education & Skills must also take responsibility for larger amounts of funding required to rectify more serious hazards

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.
- 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. Not endanger themselves or anyone else by being under the influence of an intoxicant
- d. To use in such 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.
- e. To comply with Operating Instructions or manuals for all equipment used.
- f. 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.
- g. Read and understand the Safety Statement as it applies to them and confirm this by signing a declaration of sight document.

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 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 2005).

Consultation and Information

It is the policy of the Board of Management of Kilcolman N.S. to consult with Staff and the Safety Representative in the 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 and the protective measures proposed in a form that is easily understood.

Hazards

Hazards shall be divided into three categories:

- High - Must be dealt with immediately
- Medium - Must be dealt with through normal health and safety activities
- Low - recognised but deferred

Risk Assessments will be carried out on identified Hazards (**See Appendix 2**). All hazards shall be eliminated or controlled in line with the assessment above.

- **Fire**

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

- a. 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. (**Responsibility of Board of Management**)
- b. All responsible personnel shall be trained in the use of fire extinguishers
- c. The Principal (or staff member assigned responsibility) shall be responsible for fire drills and evacuation procedures. The **Principal** will ensure that fire drills shall take place at least once a term.
- d. Fire alarms shall be clearly marked. (**Responsibility of Board of Management Safety Officer**).
- e. All recommendations made by a Fire Officer in addition to these provisions shall be implemented. (**Responsibility of Board of Management**)
- f. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (**Responsibility of Staff Safety Representative**)

- g. 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. Main door - **Principal** will see this is free of obstruction.
- h. Assembly point outside the school is clearly marked
- i. Assembly area is specified. **(The Fire Assembly Point is located at the furthest end of the main school yard beside the road).**
- j. Exit signs shall be clearly marked and illuminated where possible.
- k. All electrical equipment shall be left unplugged when unattended for lengthy periods e.g summer holidays. **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 when cleaning).**
- l. Fire alarm and sensors checked twice a year.

- **Electrical Appliances**

- a. 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.
 - Suitable undamaged fused plug tops are used and fitted with the correct fuse.
 - The user is following the manufacturer's instruction manuals.
- b. Unplug leads of appliances when not in use
- c. Follow official guidelines issued by the Health and Safety Authority

- **Chemicals**

It is the policy of the Board of Management of Kilcolman 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 designated area and protection provided to be used when handling them. **(Secretary/Cleaner/Principal where appropriate).**

- **Highly Polished Floors**

It is the policy of the Board of Management of Kilcolman 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. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

- **General Hazards**

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 toilets - slips, trips, falls
- Oil tank - spillage, leakage causing environmental damage.
- Printers, photocopiers, Computers - spillage of toners, ink etc
- Projectors - burns, fire
- Fuse Board - fire, electrocution
- Electric kettles - burns, scalds
- Boiler house - burns, scalds, smoke inhalation, carbon monoxide
- Ladders/ Ladder to attic - falls
- Split/broken concrete on school yard - slips, trips, falls
- Protruding units and fittings - bruising, cuts
- External store room, boiler house and pump house to be kept locked
- Icy surfaces on a cold day - slips, trips, falls
- Mats - slips, trips, falls
- 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 and operation of plant/equipment is restricted to qualified members of the staff and contractors who are deemed competent persons, 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, shall sign that they have received the Statement/Agree to its contents (**Appendix 3**) and shall adhere to its provisions. Contractors shall also provide a copy of their insurance policy and a method statement and safety statement where required.

- b. In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations. Manufacturer's Instructions to be kept on file.
- c. All machinery and electrical equipment are fitted with adequate safeguards and must not be altered or interfered with. **Board of Management**
- d. Mandatory and Precautionary notices, in respect of safety matters are displayed at relevant points. **Principal**
- e. Ladders must be used with another person's assistance and for a period of no more than 15minutes. **Teachers**
- f. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery and dispose of correctly. **Teachers**
- g. Check that floors are clean, even, non-slip and splinter-proof. **Board of Management Safety Officer.**
- h. Check that PE equipment is stacked securely and is positioned so as not to cause a hazard. **Principal**
- i. Check that all PE and other mats are in good condition and are not potential trip hazards in where they are placed. **Teachers**
- j. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings will be put in place. **Board of Management Safety Officer and Staff Safety Representative.**
- k. Check that wooden beams, benches etc. are free from splinters and generally sound. Report known defects.
- l. Check that there are no uneven/broken/cracked paving slabs. Report known defects.
- m. Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. **Board of Management Safety Officer.**
- n. Check that manholes and soak grids are safe, secure and do not act as a trip hazard. **Teachers**
- o. Check that all play areas are kept clean and free from glass before use. **Teachers**
- p. Check that outside lighting works and is sufficient. **Board of Management.**
- q. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. **Principal and Board of Management Safety Officer.**

- r. Check that refuse is removed from building at least twice weekly and is carefully stored outside. **Cleaner.**

- **Drugs and Medication**

It is the policy of the Board of Management of Kilcolman N.S. that all drugs, medications, etc be kept secure in the Principal's office at all times and used only by trained and authorised personnel.

Members of staff and students are reminded that

- a. A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the **Principal** 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 **Principal** 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.
- c. Medication storage. Medication is stored in a fridge in the office and is accessed only by SNA who is administering medicine. The office is locked each day.

- **Welfare**

To ensure the continued welfare of the staff and children, toilets and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. While ultimately the responsibility of the **Principal**, Staff must co-operate in maintaining a high standard of hygiene in this area. 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.

- **Smoking**

It is the policy of the Board of Management of Kilcolman N.S. that the school building and its grounds shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. It is the responsibility of the **Principal**, to ensure that this policy is implemented.

- **Broken Glass**

It is the policy of the Board of Management of Kilcolman N.S. to minimise the danger arising from broken glass. Staff are asked to report broken

glass to the *Principal* so that it may be immediately removed and disposed of correctly.

- **Infectious Diseases**

It is the policy of the Board of Management of Kilcolman 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 (non powdered) 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.

- **Hometime Collection of Children**

- a. Drivers are advised to drive slowly on approaching school and park in a safe place when collecting children.
- b. Those parking outside the school grounds are advised to accompany children to and from the school premises.
- c. Teacher always present at the gate to supervise dispersal of children at home time.
- d. Both gates locked at breaktimes due to SEN pupils who may pose a flight risk.

First Aid

It is the policy of the Board of Management of Kilcolman N.S. that members of staff shall be trained to provide First Aid to staff and pupils.

Emergency telephone numbers of local Doctor, Gardaí, Hospital are posted beside the school phone and will include the Kilcolman N.S. postcode.

All incidents, no matter how trivial and whether to employees or to students or to members of the public or contractors, 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 and to prevent a recurrence of the same incident/accident.

An Accident Report Book will be maintained for the recording of all accidents and incidents by the teacher on duty.

The *Principal* will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking Plasters x 20
 - Tape
 - Cotton Bandage
 - Scissors
 - Safety Pins
 - 5 Pairs of Latex Gloves (non- powdered)
 - 1 Face Mask
 - Sterile water
 - Sanitary towels
 - Ice packs
-
- Stock review each school year to monitor supplies
 - Epipen shall be stored above the First Aid cupboard and will be checked weekly to ascertain it's best before date.
 - Kilcolman is a nut free school at present

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 before gaining admittance to the school.

Outside of school hours those entering the premises do so at their own risk. The Board of Management has a sign on the gate to this effect.

Any contractor must make direct contact with the Principal before initiating any work on the premises, be provided with a copy of the safety statement applying to the school and shall agree to its provisions **in writing** by completing and signing the form in **Appendix 3** of this document and supplying proof of insurance policy to the school (agreement with the contents of the statement to be obtained from repeat-visit contractors initially and thereafter where there are material changes to the statement).

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 other suitable protection. All visitors during school hours are to wear a lanyard to identify them as a visitor in line with our Child Safeguarding Policy.

Revision Of This Safety Statement

This statement shall be regularly reviewed by the Board of Management of Kilcolman N.S. and updated in accordance with experience and the requirements of Health and Safety Legislation and the Health and Safety Authority.

Signed on behalf of the Board of Management: (See Appendix 1)

Chairperson : _____ Date:_____

Principal: _____ Date:_____

Safety Officer: (Nominee of BOM)_____ Date:_____

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

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare at Work Act 2005.

A Health and Safety audit took place on September 25th 2019 by Denise Cuggy of Marsh Insurance and all hazards which were deemed mostly 'low' will be addressed during this school year 2019/2020.

(Appendices x 4)

Appendix 1

Chairperson of Board of Management- Michael O' Driscoll

Other Board Members -

Jennifer Ross,
Jerry Ryan,
Peter Forsey,
Áine O' Hare,
Annette Coffey,
Edward O' Flynn,

Principal: Freda Mills

Health and Safety Representative: Jennifer Ross

Appendix 2

Risk Assessment Year 2019/2020

KILCOLMAN NS - RISK ASSESSMENT	
Hazard	Moss/silt on tarmac
Risk	Slip or fall
Risk Assessment (High/Medium/Low)	Medium
Persons at Risk	Children and staff
Risk Control	Powerwash yard
Responsible Person	Safety rep.
Assessment carried out by (name & signature)	Marsh rep and safety rep 25/9/2019
Date	

Appendix 3

**Confirmation of Receipt of Kilcolman National School
Safety Statement and Contractors Responsibilities by
Contractor**

I, _____ (name of individual), on behalf of

_____ (Contractor name)

have today received a copy of the Safety Statement of Kilcolman National School Board of Management

I agree to abide by the obligations and requirements placed on me/my company therein whilst carrying out work at Kilcolman National School and will provide a copy of my Insurance Arrangements, my own Company Safety Statement and a Method Statement where required.

I/We also agree that

- All work will be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site.
- No power tools or electrical equipment of greater voltage than 110 Volts will be brought onto site
- All transformers, generators, extension leads, plugs and sockets will be suitable for industrial use and in good condition
- Any injury sustained by any of my/our employees will be reported immediately to the School Safety Officer
- Kilcolman NS will be notified of any material or substance brought onto site which has health, fire and explosive risks
- Access equipment used by my/our employees will be erected and maintained in accordance with regulations and codes of practice

Signed: _____

On behalf of: _____ (where applicable)

Date: _____

Appendix 4

