

St. Francis Special School Safety Statement

The Board of Management of St. Francis Special School 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, as well as the Safety, Health and Welfare of all its Pupils and Visitors – young and old.

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 visual safety audit shall be carried out annually by the Board of Management Safety Officer – Liam Twomey, and a verbal 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 St. Francis Special School 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.
- Work shall be planned, organised and performed so as to be safe and without risk to health.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of Staff members.
- 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.

The Board of Management of St. Francis Special School 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 St. Francis Special School undertakes to ensure that the provisions of the ***Safety, Health and Welfare at Work Act 2005*** are adhered to:

Duties of Employees

It is the duty of every employee while at work:

- comply with relevant safety and health laws,
- not be under the influence of an intoxicant at the place of work or not engage in improper conduct or behaviour,
- wear personal protective clothing, gloves where necessary,
- cooperate with their employer and look out for one another, and
- not do anything which would place themselves or others at risk.

- To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work or system of work or any other hazard which might endanger safety, health or welfare of which he/she becomes aware.
- Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of St. Francis Special School to consult with Staff in preparation and completion of hazard control measures, to make a copy of the Safety Statement available 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. Health, safety and welfare at work will be considered in any future staff training and development plans.

Access

Employees must keep all doors, steps and walkways clear and clean at all times, not just in your own area of work, and must clear away any obstructions or immediately report them to the Principal or Deputy Principal.

Accidents

Every accident is to be reported to the Principal or Deputy Principal. **Accident Report Forms** will need to be completed as appropriate.

Spills

Once a spill is discovered, Staff are to do their best to immediately clean and dry the spill. **A warning sign is to be erected on any wet floor area.**

Maintenance

Broken or damaged equipment is to be removed from service immediately. Equipment used in the school will be serviced in line with the manufacturer's recommendations e.g. boiler and burner.

Bullying / Harassment (Please read Anti-Bullying Policy)

Bullying is not permitted and should you feel you are being bullied or if you know of anyone who is being bullied, please report it to the Principal or the Deputy Principal immediately.

Hazards and Safety Improvements

Hazards will be identified and eliminated in so far as resources, circumstances and time will reasonably allow and taking the following factors into consideration:

- Level of urgency.
- Financial Resources.
- Time.
- Available space.
- Awaiting arrival of materials ordered and awaiting qualified personnel to carry out repairs/replacements.

The following works have been undertaken to rectify hazards considered by the Board of Management to be a source of potential danger. Items detailed here only include some of the works undertaken:

- Exit doors from Severe/Profound classes
- Internal Fire Doors have been fitted
- A new Heating and Plumbing system has been installed
- Playground areas have been upgraded and made more secure
- Digital locks have been fitted to some doors
- Main bathroom and changing area has been upgraded
- Car Parks have been extended to make parking more safe and secure
- Problem of flooding with area to front of Principal's office has been rectified.
- Two teachers are on supervision duty
- A new Fire Alarm has been installed.
- Entry gates to the School have been replaced and opening space widened.
- Lights have been replaced in the School gym.
- Automatic doors fitted to main school entrance
- Damaged sockets and light shades have been replaced.
- Footpaths around School have been power washed free of moss.
- Windows have been repaired.
- An updated heat exchange system has been fitted to main bathroom
- Panic Buttons have been fitted to various areas
- Leaks in the roof have been repaired
- A safe area specific to each class for the storage of medicines is made available in the Resource Room
- Paths are being constructed for safe access to large waste bins to front of School
- "Panic Buttons" have been fitted to 8 areas of school

Hazards and Potential Danger Forms being completed by Staff of each Class

The following hazards (in so far 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:

- Kitchen area
- P.E. equipment
- Trailing leads
- Computers
- Electric kettles and toasters
- Laundry room
- Laminating machine
- Protruding units and fittings
- Medical Storage Area and Resource Room
- Danger of traffic when walking on Campus Grounds
- Icy surfaces during cold spells
- Windows opening out
- Medication in School bags
- Spillages and wet / damp floors

To minimise these dangers:

- All plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations
- Some electrical items such as the fridge, photocopier, hoist being recharged etc. may be left plugged in overnight or during vacation periods
- Staff, please lock your cars in car park
- Cars whether belonging to Staff and Parents/Visitors, are to be parked in such a way as not to cause an obstruction or present as a hazard
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- Please mop up any spillages immediately and display “Wet Floor” sign.
- Lock classroom doors and other rooms during during break periods
- Keep Staffroom, resource room etc. locked at all times
- Staff will ensure that entrance and exit to/from Portacabin area is secure
- Teachers using P.E. equipment will check that it is in a safe condition and that it is stored securely
- Principal will work to ensure that school building is well-maintained
- All teachers/ classroom assistants have a responsibility to check that all play areas, are kept clean and free from glass before use
- Classroom Assistants have a rota system in place to report to Principal that the doors and windows are closed and that lights and electrical items are switched off.
- Digital locks have recently been fitted on doors to laundry room, resource room and staffroom
- Visitors to report to office at arrival at school
- Workmen may be required to sign in and sign out

Medical Matters**Medication Policy as applicable to Pupils available for viewing in all classrooms**

- It is the policy of the Board of Management of St. Francis Special School that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by authorised personnel.
- Staff in each classroom are to ensure that the medication retained in the school for use by Pupils in their class is in date
- Staff may be offered the Hepatitis B vaccination but are responsible for Tetanus injections themselves.
- If an employee requires medical attention following an incident in school, the board of Management will pay for such medical interventions as deemed necessary.
- 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, their Pupils or their fellow workers. The school may arrange or assign appropriate tasks for the person to carry out in the Interim.

- 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.

Leisure Areas / Safe Spaces

Most classrooms have purpose-built leisure areas/safe spaces as approved and sanctioned by the psychology and occupational departments of the multi-disciplinary team and approved by the Board of Management. These areas are used for a variety of purposes e.g. as a reward for good behaviour, as part of a sensory diet programme, allowing a child to have a rest – especially those whose medication makes them drowsy during the school day, helping school staff to manage Pupils who may on occasion exhibit challenging behaviours that may pose a threat to the health & safety of the Pupils themselves as well as to other Pupils and Staff.

Fire

It is the policy of the Board of Management of St. Francis Special School 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. A new fire alarm has been fitted to the School.

Fire and Emergency Procedures

Make yourself with very familiar with all the following information.

Make yourself familiar with **All Fire Exits** in the building.

Daily inspections of exits and corridors in your area should be carried out to ensure that escape routes and corridors are free of hazards at all times.

Obstructions are to be removed immediately.

Checking and removal of obstructions is the responsibility of all Staff.

Know where the extinguishers are and how to use them. Report any damaged or broken equipment to the Principal or Deputy Principal immediately. This is your responsibility.

Fire Drills

Fire drills will occasionally be carried out by Principal to comply with best practice. Please ensure that you are fully-aware of the following:

- Location of all exit doors within the school
- Locations of Break Glass Units and Fire Fighting equipment
- How to raise the alarm (Such as activating a Break Glass Unit)
- How to call the Emergency Services (**Dial 112**)
- Electrical cut off points in your area if relevant

On Discovering a Fire:

- Activate the fire alarm, enabling others to be alerted and to evacuate
- Call the fire brigade
- Tackle the fire (**Only if you are trained and it is safe to do so**)

- Leave the building, do not stop to collect personal belongings
- Do not run
- Assemble at designated points for roll call

On Hearing the Fire Alarm

- Leave by the nearest exit route to assembly point
- Do not stop to collect personal belongings
- Wait at assembly point until after roll call or instructed to leave
- Do not re-enter the building until told to do so

Using a Fire Extinguisher

First select the correct extinguisher for the type of fire – there is information on the extinguisher’s label. Ensure visitors have left the area and the alarm has been sounded.

Never tackle a fire without knowing how you are going to exit should the fire prove too much to handle.

P- Pull the Pin

A- Aim at the base of the fire

S- Squeeze the lever above the handle

S- Sweep the extinguisher from side to side, slowly and carefully

Smoking in the vicinity of the school is illegal and only smoke in your cars.

Teacher Supervision

Teachers have a rota system in place for break- time supervision duties. A copy of this rota is available in the Principal’s office.

Registration of Food Business Establishment

St. Francis Special School was registered in June 2012 as a food business involving **“Serving Pre-Prepared Food”**. Consequently, the school is required to comply with all recommendations made by the Environmental Health Officer and it is school policy to comply with same. The premises can be inspected at any time. Training will be provided to Staff as required to comply with recommendations.

Mobile Phones

Mobile phones are either to be switched off or on “silent setting” during class time. Staff and Pupils may use mobile phones discreetly during their break times.

Constant Hazards

Chemicals

It is the policy of the Board of Management of St. Francis Special School that all chemicals, photocopier toner, detergents etc. be safely stored

Highly Polished Floors

It is the policy of the Board of Management of St. Francis Special School 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.

Broken Glass

The Board of Management 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 or else remove it themselves.

Infectious Diseases

It is the policy of the Board of Management of St. Francis Special School 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 principals 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.

Ladders

Use only a portable step ladder or small two / three step ladder for reaching. If this policy presents a problem try to find a safer way or a better method of storage which may involve re-organising storage areas.

Safe Storage

In storage areas, use good manual handling techniques at all times when loading or unloading shelves.

<i>Heavy Items:</i>	On the floor for lifting with trolleys
<i>Medium items:</i>	On middle shelves
<i>Small, Lighter:</i>	Higher up

Never reach to get items from a height, use steps to bring you up

Never climb to reach upper shelves – use a ladder or steps

Do not allow items to protrude from stacks or bins into walkways

Do not exceed the safe loading of racks, shelves or floors

Manual Handling and Lifting

A reminder of eight principles:

- Broad stable Base
- Feet flat on the floor
- Bend the knees
- Back straight
- Firm Grip
- Arms in line with Trunk
- Keep the load close to your Centre of Gravity
- Move feet in the direction of movement

First Aid

It is the policy of the Board of Management of St. Francis Special School that a member of staff shall be trained to provide First Aid to staff and pupils. Staff may also be offered First Aid training.

A First Aid Box is available in the medical cupboard.

Electricity

All cables and wiring are to be covered and secure so as not to trail on the floor or cause any obstruction. Electrical repairs only to be carried out by trained personnel.

Housekeeping

All areas are to be maintained in a clean and tidy manner at all times

Waste

Waste is to be stored and disposed of properly

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. 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.

Revision of This Safety Statement

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

This policy has been prepared and signed on behalf of the Board of Management of St. Francis Special School.