



## **Safety Statement for Gowran NS**

The Board of Management of Gowran NS, charged with the direct government of the school, have prepared this Safety Statement in accordance with the requirements of The Safety, Health and Welfare at Work Act 2005 and all other relevant acts as per '**Guidelines On Managing Safety, Health and Welfare in Primary Schools**'.

The Board of Management recognises and accepts, not only its overall responsibility and statutory responsibilities but also obligations as an employer to direct, manage and achieve, as far as reasonably practicable, the Safety, Health and Welfare at work of every employee and guest alike.

The Board of Management recognises its responsibility to obtain where necessary the competent skill of the doctor, fire officer, etc.

### **The Board of Management recognises that its statutory obligations extend to employees, students, persons legitimately conducting school business and to the public.**

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 personal safety, health and welfare of that of others. All teachers are responsible for safety in their own areas and for implementation of relevant safety procedures. Our principal, Mr. Damien Aylward, on behalf of the Board of Management of Gowran NS, shall ensure that each employee and all other persons at the place of work who may be affected by the safety statement, shall obtain a copy of the school's Safety Statement and shall be familiar with its contents.

The Board of Management undertakes to consult its employees for the purpose of the making and maintenance of arrangements that will enable the Board and its employees to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at school and in ascertaining the effectiveness of such measures.

The Board of Management undertakes, as far as is reasonably practicable, to take account of any representations made by its employees and as far as is practicable to inform a safety representative when an inspector enters a place of work for the purpose of making a tour inspection. The Board shall consider, and if necessary, to act upon any representations made to him by a safety representative on any matter affecting the safety, health and welfare at work of any employee whom he represents.

The Board of Management undertakes the design, provision and maintenance of the school in a condition, which is, so far as is reasonably practicable, safe and without risk to health.

It also undertakes to ensure in so far as is reasonably practicable the following:

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1. The design, provision and maintenance of safe means of access and egress from the school.
2. The provision of such information, instruction, training and supervision as is necessary to ensure, in so far as is reasonably practicable, the safety and health at work of its employees.
3. The design, provision and maintenance of equipment.
4. The preparation and revision as necessary of adequate plans to be followed in emergencies.
5. The provision and maintenance of maintenance of facilities and arrangements for the welfare of all employees at work.
6. The obtaining, where necessary of the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring so far as is reasonably practicable the safety and health at work of his employees.
7. The prevention of risk to health from any article or substance (including plain machinery and equipment).
8. The provision of such information, instruction, training and health at work of its employees.

### **RESPONSIBILITIES OF EMPLOYEES:**

The Act places responsibilities on employees:

1. To take reasonable care of themselves and others.
2. To co-operate with the employer in relation to statutory provisions.
3. To use protective clothing and equipment which is provided.
4. To report defects which might endanger safety, health or welfare.
5. Not to interfere with or misuse anything provide to secure the safety, health or welfare of persons arising out of work activities.

### **Safety Officer:**

Damien Aylward has been appointed by the Board of Management on behalf of the Board. It is the duty of the safety officer to see the Safety Statement is compiled and up to date; to ensure the school fulfils the statutory requirements and to see that the appropriate Safety Education and training are carried out.

The Safety Officer undertakes to do a Safety Audit so that everything is up to date e.g. fire extinguishers, exit signs. The Safety Officer also investigates accidents and ensures that proper statutory notifications are made.

## **SAFETY STATEMENT**

### **Consultation and Information**

It is the policy of the Board of Management of Gowran Primary School 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 to all staff as it becomes available. 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 in so far as resources and circumstances allow.

### **Annual Safety Audit**

A safety audit will be carried out at least annually of all school property, grounds and boundaries. The purpose of this audit is to identify potential hazards, state how they may be eliminated or reduced to an acceptable level and to record the findings in a hazard identification sheet.

### **Safety Audit Report:**

The Safety Audit Form of the safety audit will be prepared by the person(s) inspecting and submitted for the attention of the Board. A permanent record will be kept within the Board of Management minutes.

### **The Safety Audit Report will include details of the following:**

- Premises inspected.
- Date of inspection.
- Details of who carried out the inspection.
- Hazards identified and their risk of injury.
- Remedial action(s) to be taken.

The report will be signed by the person(s) who undertook the inspection and counter signed by the Chairperson of the Board. It will then be filed in the Board of Management minutes.

The school will be inspected each year to identify the hazards in

- The perimeter, entrances and approaches.
- The play areas and grounds.
- The school buildings and services.

An important part of each school year is the participation in a variety of school outings. The Safety Officer will assess and carry out a safety audit of the venues/tours.

### **Construction, Maintenance and Repair Work:**

The Board of Management recognises that particular hazards may occur when work of this nature is being carried out at the school. General responsibility for regulating persons who undertake such work, whether contractor or direct employee, remains with the Board.

When engaging any contractor the Board will nominate the Safety Officer to –

- Bring the requirements of this safety statement, insofar as it affects them, to the attention of the contractor.
- Ensure the contractor carries adequate insurance with appropriate indemnity to the Board and Diocesan Board of Education.

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- Ensure the contractor is aware that he is required to comply with the school safety statement, and must do nothing that will compromise or oppose the school safety rules and evacuation procedures.
- Advise the contractor of any special hazards or features at the school that might endanger his safety or health or that of his employees.
- Require the contractor to submit a copy of his site safety plan before any work starts. The contractor must prepare this in compliance with the Safety, Health and Welfare at Work (Construction) Regulations 2005 and it must deal specifically with such issues as curtailment of work when children are on breaks, regulation of incoming and outgoing vehicles, control of noise and dust, hours of work, times of access and exit, fencing and security of the work site and any other matter required to recognise the shared nature of the premises during the work.
- Require the contractor, where hot work, cutting, welding or torched applications are to be carried on, to put in place a formal Hot Work Permit system.

When engaging any employee to carry out work the Board will –

- Bring the requirements of this safety statement to the attention of the employee and to sign the form stating this has been done.
- Ensure the employee is aware he is required to comply with the school safety statement, and must do nothing that will compromise or oppose the school safety rules and evacuation procedures.
- Advise the employee of any special hazards or features at the premises, or in the work he is required to do that might endanger his health or safety or that of his employees.
- Ensure the employee has adequate training to enable him to perform the work.
- Ensure adequate protective clothing and equipment is provided and worn.
- Ensure any equipment, ladders, machinery, and materials supplied by the school are in good condition and suitable for the work involved.

### **Fire**

It is the policy of the Board of Management of Gowran NS 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 authorized and qualified persons. Each fire extinguisher shall have instructions for its use.
- The Principal will ensure that fire drills shall take place at least once a term.
- Fire alarms shall be clearly marked (Responsibility of Board of Management Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety Officer)
- 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 her classroom must ensure that it is kept clear.
- A plan of the school shows assembly points outside the school.
- Assembly areas are designated outside each building, and the location specified.
- Exit signs shall be clearly marked.

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- 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 Principal/Secretary, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- Principal shall be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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 corridors
- Trailing leads
- Typewriters, computers
- Guillotine
- Projectors
- Fuse Board
- Electric kettle
- Ladders
- Excess gravel on school yard
- Protruding units and fittings(internal and external)
- Sheds to be kept locked
- Icy surfaces on a cold day
- Mats in rooms

To minimize 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 staff, 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 school's Safety Statement and shall adhere to its provisions.
- (b) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (c) Where applicable, Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Safety Officer, on behalf of Board of Management, will check that floors are clean, even, and splinter-proof.
- (h) Check that all P.E. and other mats are in good condition.
- (i) An annual routing for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (j) Check that there are no uneven/broken/cracked surfaces and paving.
- (k) Will check that roofs, guttering, drain pipes, etc. As far as can be seen, are sound and well maintained. Board of management Safety Officer.
- (l) Check that manholes are safe.
- (m) Check that all play areas are kept clean and free from glass before use.
- (n) Check that outside lighting works and is sufficient.

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- (o) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
- (p) Check that refuse is removed from building each day and is carefully stored outside.

### **Constant Hazards**

Machinery, kitchen equipment, electrical appliances.

It is the policy of the Board of Management of Gowran NS that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorized persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Chemicals**

It is the policy of the Board of Management of Gowran NS 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 locked area, and protection provided to be used when handling them.

### **Drugs and Medication**

It is the policy of the Board of Management of Gowran NS 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 trainer and authorized personnel. (See elsewhere for Administration of Medication Policy). In the instance of Epipens, these will not be locked in cabinets for risk of no access in the event of an emergency. These will be stored in the staff room, high out of the reach of children.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet areas are provided. A staff room separate from the work area is provided, where tea and lunch-breaks may be taken. Staff must co-operate 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:

1. 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.
2. 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 Gowran NS that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, attention will be drawn to this and the floors will be made safe. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather. In this instance, yards/paths etc will be treated with salt and/or children may be kept indoors.

### **Smoking**

It is the policy of the Board of Management of Gowran NS 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 shall minimize the danger arising from broken glass. Staff are asked to report broken glass to the Caretaker or Principal so that it may be immediately removed.

### **Infectious Diseases**

It is the policy of the Board of Management of Gowran NS 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 minimize 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**

Notices are posted in staff room detailing First Aid rota:

- Arrangements for giving first aid;
- Location of first aid boxes;
- Procedure of calling ambulance, etc.
- Telephone numbers of local doctor, gardai, hospital

All incidents, no matter how trivial and whether to employees or to students or to members of the public 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. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

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
- Tape
- Ice packs-**DISPOSABLE**
- Cotton bandage
- Eye Wash
- Antiseptic wipes-**Alcohol Free**
- Scissors;
- First Aid Chart.
- No creams/liquids/etc... will be administered for risk of allergic reactions or worsening injury

Disposable gloves must be used at all times in administering First Aid.

### **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.

Whilst 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

### **Collecting children**

1. All parents/guardians/carers in the interest of safety must obey all signs upon entering and exiting the school grounds.
2. Cars are advised to drive slowly on entering and exiting the car-park when dropping off or 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, from time to time, be revised by the Board of Management of Gowran NS in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority

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**Signed on behalf of the Board of Management:**

**Chairman:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Safety Officer Nominee of B.O.M.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Safety Officer Nominee of Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FUNCTIONARIES:**

**SAFETY OFFICERS:** Principal and Deputy Principal. May also include a BOM member

**STAFF SAFETY REPRESENTATIVE:** B.O.M. Teachers’ Nominee

**FIRST AID:** Safety Officer

**INCIDENT BOOK:** Teacher on first aid duty and principal

**FIRE DRILL OFFICER:** AP11 holder and Deputy Principal

**SUPERVISION ROTA:** Mr. Damien Aylward

This policy was ratified by the Board of Management.

Signed: \_\_\_\_\_ Chairperson of Board of Management

Signed: \_\_\_\_\_ Principal/Secretary of Board of Management

Appendix 1: Safety Audit



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Safety Audit of the School Premises

Date of Audit: \_\_\_\_\_

Name of person undertaking audit: \_\_\_\_\_

When undertaking the audit, pay particular attention to the following:

Fire extinguishers and detectors serviced annually.	Exits clearly marked and not obstructed.	Tools and equipment checked and serviced.
Broken steps	Loose floor coverings	Playground clear
First aid kit fully stocked	Furniture in good condition.	Toilet floors kept dry.
Doors and windows fitted with closers to prevent banging.	Passageways clear	Handrails in good condition.

Hazard Identified	Risk of Injury.(Low, Medium, High)	Remedial Action	Person/Group Responsible

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Signed: \_\_\_\_\_ (person undertaking audit)

Signed: \_\_\_\_\_ (Chairperson)

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