



Scoil Mhuire Moynalty

Health & Safety Statement

Introduction

The Board of Management brings to the attention of its staff the policy 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 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.

Rationale

The Safety, Health and Welfare at Work Act, 2005 requires every employer, including schools, to develop and implement an effective occupational health and safety management system.

Relationship to School Ethos:

As stated in the School's mission statement, Scoil Mhuire is committed to enabling students to fulfil their academic, intellectual, moral, spiritual, social, cultural and physical potential. It also is committed to fostering the development of personal responsibility. This is the ethos which guides our Health and Safety Policy.

Aims and Objectives

The Board of Management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve, in so far as is reasonable and practicable, the Safety, Health and Welfare at work of every employee, pupil and visitor to the school.

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 personal safety, health and welfare or that of others.

The Board of Management of Scoil Mhuire Moynalty 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 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.

- ◆ Plant and Machinery may operated safely in so far as is possible.
- ◆ 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.

Safety Organisation

Safety is a line Management responsibility. Staff are responsible for safety in their own area and the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The principal shall ensure that each employee holds a copy of the Health & Safety Policy and shall be familiar with its contents.

Duties of Employees

It is the duty of every employee while at work:

- 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.
- 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.
- 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.
- 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.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible

Safety Officer

The principal, Denise Ward, is the Safety Officer. She shall be responsible for overseeing the safety provisions on behalf of the school. Rosemarie Ormiston is the Safety Representative elected under the provision of the 2005 Health and Safety Act. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

The Safety Officer shall make the Board of Management aware of their duties with regard to the following:-

- a) To guide and advise on all health, safety and welfare matters.
- b) To ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005.
- c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
- d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- e) To ensure that adequate fire protection and prevention measures are provided.

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.

The following hazards are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Trailing leads
2. Computers
3. Guillotine
4. Laminators
5. IWB's
6. iPad charging station
7. Fuse Board
8. Electric kettles
9. Boiler house
10. Ladders
11. Icy surfaces on a cold day

To minimise these dangers the following safety/ protective measures must be adhered to

- Access to and operation of plant/equipment is restricted to qualified members of the 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 Health & 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 Health & Safety Statement and shall adhere to its provisions.
- In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- 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.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- Glass bottles are not permitted in school. Remove broken glass immediately on discovery.
- Board of Management will check that floors are clean, even & non-slip.
- Staff will check that PE equipment is stacked securely and in positioned so as not to cause a hazard
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings will be conducted by the Board of Management Safety Officer and Staff Safety Representative.
- Board of Management Safety Officer will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- Board of Management Safety Officer will check that outside lighting works and is sufficient.
- All staff will check that refuse is removed from building each day and is carefully stored outside.
(Green Team will organize this)

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Mhuire that 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

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.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

Children will be made aware of the dangers of tampering with electrical apparatus, sockets etc.

Chemicals, Solvents, Detergents, Toner etc.

It is the policy of the Board of Management of Scoil Mhuire 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.

Dugs and Medication

It is the policy of the Board of Management of Scoil Mhuire that all drugs, medications are held in the first aid press in the kitchen / staff room and can only be used by trained and authorised personnel. See Administration of Medicines Policy.

Fire

It is the policy of the Board of Management of Scoil Mhuire that:

1. 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.
2. The Fire Drill officer will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
5. 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 – Safety Officer will ensure that the main entrance remains free of obstruction.
6. All classes are made aware of their designated assembly point outside the school.
7. Exit signs shall be clearly marked.
8. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.
9. Teachers are responsible for their own classroom.
10. The Principal and Secretary are responsible for their offices.
11. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
12. Fire Drill Officer shall be responsible for fire drills and evacuation procedures.
13. All Fire Extinguishers & other Fire Safety equipment are regularly tested and serviced by specialised contractors.
14. All recommendations made by a Fire Officer in addition to these provisions shall be considered and implemented
15. Fire Extinguishers inspections and analysis of potential fire hazards are regularly carried out by the principal, Denise Ward, in consultation with the Staff Safety Representative, BOM Safety Officer & the specialised contractors.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.

A Staffroom 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.

Members of staff are reminded:

- 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.
- Staff 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. See Misuse of Substance Policy

Smoking

It is the policy of the Board of Management, in accordance with current legislation, that Scoil Mhuire shall be a non-smoking area

Infectious Diseases

- It is the policy of the Board of Management of Scoil Mhuire 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

It is the policy of the Board of Management of Scoil Mhuire that a member of staff shall be trained to provide First Aid to staff and pupils. (See School Accident/Injuries Policy)

Accident/Incident Reporting

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An accident report file should be retained for recording of all such accidents.

Access to School

- Anyone entering the school premises shall be required to identify themselves to the Principal or Deputy Principal 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. In return they must furnish the school with a copy of their safety 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.

Collecting Children

- All parents/guardians/carers or minders - in the interest of safety must obey all signs upon entering the school grounds.
- Those parking outside the school grounds are advised to accompany children to and from the school premises.

Conclusion

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. This policy is in keeping with the provisions of our Child Protection and Code of Behaviour Policies.

Review

The Health and Safety Policy will be reviewed in October of each calendar year. If new buildings are erected or internal structural changes are carried out.

This policy shall be regularly revised by the Board of Management in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Implementation and communication

Implementation of this policy is immediate and is available through the school. This policy supersedes previous policies and is effective from September 2016.

Ratification of Policy

This policy was adopted by the Board of Management on the _____

Signed _____
Fr. Joseph McEvoy
Chairperson, Board of Management

Date _____

Signed _____
Denise Ward
Principal

Date _____

Signed _____
Rosemarie Ormiston
Staff Safety Representative

Date _____

Signed _____
Charlie Farrelly
BOM Safety Officer

Date _____