

Safety Policy



Scoil Naisiúnta Rónáin Naofa Cluain Lua

St. Ronan's N.S., Cloonloo, Boyle, Co. Sligo

Tel: 071 - 9663684

This policy was compiled by the school principal, Mr. Michael Heffernan in October 2006.

The Board of Management brings to the attention of its staff the following arrangements for protecting 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 at the first B.O.M. meeting each school year. It may be reviewed at any time if the need arises e.g. in the light of experience, changes in legal requirements, operational changes etc. a safety audit shall be carried out annually by the Board of Management Safety Officer. All school related accident/ ill-health incidents will be recorded in the incidents book by the class teacher. This book is held in the filing cabinet in the hallway.

The Board of Management of St. Ronan's N.S. 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.

Plant and Machinery may be opened safely in so far as possible.

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 of its employees.

Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health in work of its employees and in particular the caretaker/cleaner.

Plans for emergencies shall be complied with and revised as is necessary.

This statement will be continually revised by the Board of Management as necessity arises, and

shall be examined by the Board at least once a year.
Employees shall be consulted on matters of health and safety.
Provisions shall be made for the election by the employees of a safety representative.

The B.O.M. of St. Ronan's N.S. recognises that its statutory obligations under legislation extends to employees, pupils, to any person legitimately conducting school business, and to the public.

The B.O.M. undertakes to ensure that the provisions of the Safety, Health and Welfare Work Act 1989 are adhered to:

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 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 to comply with any of the 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 B.O.M. without reasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of 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 1989).

Consultation and Information:

It is the policy of the B.O.M. 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. Contractors engaged by the B.O.M. to carry out maintenance etc. will also be given a copy of this plan.

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 taken. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire:

It is the policy of the board of Management of St. Ronan's N.S. that:

The B.O.M. will ensure that 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.

The principal will ensure that fire drills shall take place on a regular basis.

Fire alarms shall be clearly marked. (responsibility of B.O.M. 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 entrances shall be kept clear of obstruction and shall be capable of being opened at all times from within the building. Each teacher must ensure that all exits in classrooms are kept clear. It is the principal's responsibility to ensure that the resource, staff room, office and exit doors are kept free of obstruction.

Assembly area is clearly defined.

Exit signs shall be clearly marked.

All electrical equipment shall be left unplugged when unattended for lengthy periods with the exception of all Broadband connections, which must remain switched on at all times.

Teachers are responsible for their own classroom. The secretary/principal, as appropriate, are responsible for the office.

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 B.O.M. to be a source of potential danger and are brought to the attention of all concerned.

Wet corridors

Oil tank

Trailing leads

Computers

Photocopier

Electric kettle

Protruding units and fittings

Wall around perimeter of school

Icy surfaces on a cold day

Painted compass on playground

Manhole covers

Gate leading to river

Trees

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, whose job 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 and shall adhere to it's provisions.

(b) In addition all such plant and machinery is to be used in strict accordance with the

manufacturers 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) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.

(h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.

(i) Principal will check that PE equipment is stacked securely and in position so as not to cause a hazard.

(j) Check that all PE and other mats are in good condition.

(k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative

(l) Check that wooden tables, chairs etc. are free from splinters and generally sound (class teacher).

(m) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.

(n) Will check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. Board of Management Safety Officer.

(o) Teachers check that manholes are safe.

(p) Check that all play areas are kept clean and free from glass before use.

(q) Check that outside lighting works and is sufficient. Board of Management.

(r) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Board of Management.

(s) Check that refuse is removed from building each day and is carefully stored outside. Cleaner.

Constant Hazards:

Machinery, Kitchen equipment, Electrical appliances

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 removed.

Infectious Diseases:

It is policy of the Board of Management of St. Ronan's National 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 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 St. Ronan's National School that a member of

staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:
arrangements for giving first aid,
location of first aid boxes,
procedure for calling ambulances etc....,
telephone numbers of local Doctor, Gardai, Hospital.

(2) 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/Incident report book is to be maintained for recording of all accidents and incidents by the Staff and Safety Officer.

The Special Duties Teacher will see there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

Sticking plasters

Anti-histamine for stings, etc.

Tape

Disinfectant (e.g.) Savlon

Eye lotion (e.g.) Obtrex

Antiseptic wipes

Scissors

First Aid Chart

Disposable gloves must be used at all times.

It is policy of the Board of Management of St Ronan's National School that machinery, 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:

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance user should check that:

All safety guards which are a normal part of the appliance are in working order.

Power supply cables/leads are in tact 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.

Follow official guidelines issued by the Health and Safety Authority.

Chemicals:

It is the policy of the Board of Management of St. Ronan's National School that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and kept in a separate and secure place and used only by trained and authorised personnel.

Welfare:

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

provided. 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, soap and sanitary disposal facilities must be available. Hand driers are installed in the boys' and girls' toilets. Disposable towels are provided in the staff toilet.

Members of staff and students are reminded:

(a) 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.

(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.

Highly Polished Floors:

It is the policy of Board of Management of St. Ronan's National 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.

Smoking:

It is the policy of St. Ronan's National School that the entire school is a smoke free zone.

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.

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 signs or other suitable protection.

Collecting Children:

(1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.

(2) Cars are advised to drive slowly in the vicinity of the school grounds when collecting children.

(3) Those parking outside the school grounds are advised to park in a safe location.

(4) Parents of pupils from the junior room will collect their children at the school gate to ensure they don't run across the road.

Revision Of This Safety Statement:

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

Signed on behalf of the Board of Management:

Chairman: _____

Date: _____

Principal: _____

Date: _____

Safety Officer: _____

Date: _____

Safety Officer: _____

Date: _____

St Ronan's National School

Policy statement in accordance with the safety, health and welfare act 1989