



## Glenasmole National School Safety Statement

The Board of Management of Glenasmole National 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.

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 Officers 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 **Glenasmole National 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.
- ◆ Plant and Machinery may be opened safely in so far as is 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 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.
- ◆ 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.

The Board of Management of **Glenasmole National School** recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of **Glenasmole National 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:

- (ix) Principal shall be responsible for fire drills and evacuation procedures.
- (x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### **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 (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.

1. Wet floor in foyer/prefab/near sink in classroom/toilets
2. Trailing leads
3. Computers
4. Guillotine
5. Interconnecting door from corridor to foyer – hook needs to be in place esp. on windy days
6. Main Road beside school – gate should be closed
7. Laminating machine
8. Projectors
9. Fuse Board
10. Electric kettles
11. Boiler house
12. Ladders
13. Gravel path in garden
14. Protruding units and fittings
15. Flat roof of hall and flat roof of school
16. Uneven surface of ground around school
17. Garden stores
18. Icy surfaces on a cold day
19. Windows opening out
20. Playground equipment on windy days
21. Electric fan heaters
22. Perimeter wall beside road
23. Manhole cover in yard on wet day
24. Septic tank
25. Trees and shrubs
26. Visitors to school – credentials always checked

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 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 and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures 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.

### **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.

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:

- (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 the Board of Management of **Glenasmole 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. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is the policy of the Board of Management of **Glenasmole National School** 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 minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

### **Visual Display Units**

It is the policy of the Board of Management of **Glenasmole National School** that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implement

### **Infectious Diseases**

It is the policy of the Board of Management of **Glenasmole 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 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. Please see Coivd-19 policy.

### **Nut free school**

It is the policy of the Board of Management that nuts are forbidden in school. Parents are made aware of this ruling and neither pupils nor employees may take in any form of nuts

**Safety Officer roles:**

**The Board of Management Safety Officer will:**

- together with the Staff Safety Officer conduct an annual inspection of the school premises, equipment and fittings;
- together with the Staff Safety Officer periodically check that floors are maintained in a clean and safe condition;
- periodically check the school grounds to ensure that there are no surfaces/manholes etc. that could pose a danger to pupils, employees or visitors;
- periodically check that outside lighting works and is sufficient for its purpose

**The Staff Safety Officer will:**

- check that all play areas, are kept clean and free from glass before use;
- Check that all builder's materials, caretaker's maintenance equipment, external stores etc. are stored securely.

**All Employees will:**

- (l) prior to use check that all PE and other mats are in good condition;
- (m) prior to use check that wooden beams, benches etc. are free from splinters and generally sound;
- (n) prior to use check that vaulting horses, beams and benches are stable and safe to use;
- (o) after use check that PE equipment is stacked securely and positioned so as not to cause a hazard.

<p><b>Members of the Board of Management:</b></p> <p>Chairperson: Board Members: Breeda Doyle Lorraine Keyes Lorraine Cole Patsy Murphy Bernie McCarthy Conor McMahon Andy McNally Kevin Maguire</p> <p>Safety Officer: <i>Lorraine Keyes</i> Staff Safety Officer: Kevin Maguire</p>	<p>Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 2005</p> <p><b>Revision of This Safety Statement</b> This statement shall be regularly revised by the Board Of Management of <b>Glenasmole National School</b> in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.</p>
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Signed on behalf of the Board of Management:

Chairman: *Breeda Doyle* Date: *23rd June, 2022*

Principal: *Kevin Maguire* Date: *23 6 /22*

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of BOM

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