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St. John the Baptist Primary School

BALLAGHKEENE N.S.

THE BALLAGH,
ENNISCORTHY,
CO. WEXFORD

School Safety Statement

1. The Board of Management of St. John the Baptist N.S. Ballaghkeene, is charged with the direct government of the school, has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

2. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

3. "Health & Safety" within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

Safety Statement

The Board of Management 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 St. John the Baptist N.S. Ballaghkeene 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 operated 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 St. John the Baptist N.S. Ballaghkeene 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 St. John the Baptist N.S. Ballaghkeene undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to:

Duties of Employees:

It is the duty of every employee while at work:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided 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 Board of Management of St. John the Baptist N.S. Ballaghkeene to consult with staff re. safety audits, 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 relation to 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 will be put in place to cope with them. 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. John the Baptist N.S. Ballaghkeene 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 principal 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. (Principal)

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 must ensure that the exit from her/ his classroom is kept clear and free of obstruction.
6. Assembly area is designated outside of the building, and the location specified.
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. This is also the case when using the ICT room and sensory rooms. Teachers are responsible for their own classroom. The secretary/ Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning that all doors and windows are closed properly.
9. Principal shall be responsible for fire drills and evacuation procedures.
10. 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
- Computers/ laptops
- Guillotine
- Projectors
- Fuse Board
- Electric kettles
- Boiler house
- Ladders/ Stepladders
- Excess Gravel/ mud on school yard
- Protruding units and fittings
- Flat roof of school
- External stores to be kept locked
- Lawnmower plus all garden equipment
- Entrance/ Exit of car-park
- Icy surfaces on a cold day
- Mats in corridor to be taped down
- P.E. equipment
- Windows opening outwards in corridors

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 2-3 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

manufacturer's instructions and recommendations.

C. Where applicable, the 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. Use of glass bottles is not permitted in school. Remove broken glass immediately on discovery
H. The Board of Management safety officer will check that floors are clean, even, non-slip and splinter-proof.
I. Post holder will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. storage room is left in a tidy condition
J. Check that all P.E. and other mats are in good condition.
K. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative.
L. Check that wooden beams, benches etc. are free from splinters and generally sound. (Principal and caretaker)
M. Check that there are no uneven/ broken/ cracked paving slabs. (Caretaker, under Board of Management).
N. Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker).
O. Check that manholes are safe. (Caretaker/ Principal).
P. Check that all play areas, especially sand pits, are kept clean and free from glass before use. (Caretaker and Staff).
Q. Check that outside lighting works and is sufficient. (Caretaker/ Principal).
R. Check that all builders' materials, caretakers' maintenance equipment, external stores etc. are stored securely. (Principal and Caretaker)
S. Check that refuse is removed from the building each day and is carefully stored outside. (Caretaker).

Constant Hazards:

- Machinery
- Kitchen/ staff room equipment
- Electrical appliances

It is the policy of the Board of Management of St. John the Baptist N.S. Ballaghkeene 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, the user should ensure 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.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals:

It is the policy of the Board of Management of St. John the Baptist N.S. Ballaghkeene 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. (Secretary/ Cleaner/ Principal where appropriate).

Drugs And Medication:

It is the policy of the Board of Management of St. John the Baptist N.S. Ballaghkeene that all drugs, medications, etc. be kept in a secure cabinet, in the office with the exception of break and lunch times, where it will be on yard. This is to be used only by trained and authorised personnel. Emergency medication i.e. Epipens etc. are kept in classrooms by class teachers.

Welfare:

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

(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 St. John the Baptist N.S. Ballaghkeene 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, surfaces and drainage channels being affected by frost in cold weather.

Smoking/ Vaping:

It is the policy of the Board of Management of St. John the Baptist N.S. Ballaghkeene that the school grounds in it's entirety is strictly prohibited.

Broken Glass:

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/ Caretaker so that it may be immediately removed.

Visual Display Units:

It is the policy of the Board of Management of St. John the Baptist N.S. Ballaghkeene 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 interactive panels will be studied and recommendations and directives implemented.

Infectious Diseases:

It is the policy of the Board of Management of St. John the Baptist N.S. Ballaghkeene 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:

1. **Notices are posted in office detailing:**
   - **a.** arrangements for giving first aid,
   - **b.** location of first aid boxes,
   - **c.** procedure of calling ambulances etc.
   - **d.** telephone numbers of local Doctor, Gardaí, 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. 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 principal

The Assistant Principal II (Claire Sinnott) will see that there will be maintained in the school a

properly equipped First Aid Box available to staff at all times containing:

St. John the Baptist N.S. Ballaghkeene

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Jel for burns
- Frozen ice-packs in freezer of fridge
- Sun Cream

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

Location of First Aid Bags/ boxes?AED:

- First aid bag: Office
- First aid cabinet: Office
- AED: On wall outside the Office

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 warning 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 on entering school premises when collecting children, and to reverse park into each of the spaces at the front car park.
3. Those parking outside the school grounds are advised to accompany children to and from the school premises.
4. Parents/Guardians must email class teachers or provide children with a written note for the class teacher, if being collected by parent/ guardian before the end of the official school day. This note must then be signed by class teacher
5. Children who become ill during the day must be "signed out" by parent/guardian, when being collected. This record to be kept in the office by the school secretary.

N.B.:

6. Children will **never** be allowed to walk or cycle home on their own, during school hours.

   They must always be collected by parents/ guardians or named others.

This policy was ratified by the Board of Management on:

7/10/2024

Signed: Darren Nolan Principal

Signed: Geraldine Wales Chairperson BoM