

**Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989 and 2005.**

**Members of the Board of Management:**

Chairperson: Seán McNamara


Board Members: John Murphy, Ciara Lanigan, Paula Kelly, Pat Byrne, Margaret Sharkey, Lily Doherty.

Safety Officer: John Murphy

BoM Safety Officer: Colm Kelly

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare at Work Act 1989 and 2005.

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The Board of Management of Our Lady Queen of the Apostles, Clonburrish 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 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 Staff safety officer and a report made to the 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. This record will be kept by John Murphy, safety officer.

The Board of Management 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.
- The Board of Management will continually revise this statement as necessity arises.
- Employees shall be consulted on matters of health and safety.

The Board of Management of Our Lady Queen of the Apostles is committed to promoting and providing a positive work environment, where work is done in an atmosphere of respect, collaboration, openness and equality.

The Board of Management of Our Lady Queen of the Apostles recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management of Our Lady Queen of the Apostles undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 and 2005 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 of any person who may be affected by his/her acts of omission 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 **Safety Officer, John Murphy**, without unreasonable 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 of 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.

It is the policy of the Board of Management to consult with staff in preparation of safety instructions, 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.

## Safety/Protective Measures

- 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 school's Safety Statement and shall adhere to its provisions.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's 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.
- Staff having curricular responsibilities to monitor safety procedure in these areas.

## Workplace Hazards and Risks

The following pages show a list of workplace hazards and risks showing appropriate:

- Risk assessment
- Actions and controls to eliminate or reduce the risk or provide protection from the risk
- Assigned responsibility for implementing the actions and controls
- Review dates
- A Safety Audit will be conducted by **Staff Safety Officer** and **Board of Management Safety Officer** yearly. The results of this audit will be forwarded to the Board of Management.

| SAFETY<br>HAZARDS                 | RISK ASSESSMENT |     |      | CONTROL MEASURES   | REVIEW        |
|-----------------------------------|-----------------|-----|------|--|---------------|
|                                   | LOW             | MED | HIGH |  |               |
| Trailing leads                    | X               |     |      | Ensure all machinery and electrical equipment is fitted with adequate safeguards. Appliances to be checked annually by <b>post holder</b> responsible or <b>caretaker</b> . <b>User</b> check that: <ul style="list-style-type: none"> <li>➤ All normal appliance safety guards working</li> <li>➤ Power supply cables/ leads intact and free of cuts or abrasions.</li> <li>➤ Unplug leads when not in use</li> <li>➤ Report any faulty piece of equipment to the post holder.</li> <li>➤ Electrical safety test to be carried out annually.</li> </ul> |               |
| Computers                         | X               |     |      |  |               |
| Projectors                        | X               |     |      |  | Working well. |
| Electric Kettles,<br>Burko Boiler |                 | X   |      | Children may not enter the kitchen area or carry electric kettle.  | Working well. |
| Ladders                           |                 | X   |      | Ladders must be used with another person's assistance.   | Monitor.      |

| SAFETY<br>HAZARDS  | RISK ASSESSMENT |     |      | CONTROL MEASURES   | REVIEW             |
|--|-----------------|-----|------|--|--------------------|
|  | LOW             | MED | HIGH |  |                    |
| Yard furniture – seats.  |                 | X   |      | Broken seats in the yard to be reported to <b>John Murphy</b> who monitors the caretaker’s work.   | Monitor regularly. |
| Uneven/broken/<br>cracked paving<br>slabs.   |                 | X   |      | <b>Caretaker</b> to check and repair/replace.  | Working well.      |
| Roofs, guttering,<br>drain pipes.  | X               |     |      | Check that, as far as can be seen, these are sound and well maintained.<br><b>(BoM Officer and caretaker)</b>                                    | To be done.        |
| Outside lighting   | X               |     |      | <b>Caretaker</b> to check that outside lighting works and is sufficient.   | Monitor,           |
| Builder’s materials,<br>caretaker’s<br>maintenance<br>equipment, external<br>stores. |                 |     | X    | Check that all of these are stored securely.<br><b>(Caretaker)</b> .   | Working well.      |
| Icy surfaces on a<br>cold day  |                 | X   |      | Salt to be spread by <b>caretaker</b> to affected areas.   | Working well.      |
| Wet floors around<br>sinks in each room.   |                 | X   |      | Non-slip floor surfaces in these areas to be monitored annually ( <b>class teacher</b> ) and repaired, if deemed necessary<br><b>(caretaker)</b> | Working well.      |

| SAFETY<br>HAZARDS                             | RISK ASSESSMENT |     |      | CONTROL MEASURES   | REVIEW   |
|---|-----------------|-----|------|--|--|
|   | LOW             | MED | HIGH |  |  |
| Broken glass                                  |                 |     | X    | Remove broken glass immediately on discovery.  | Working well.  |
| School refuse                                 | X               |     |      | Check that refuse is removed from building each day and is carefully stored outside. ( <b>Caretaker</b> and <b>Cleaners</b> )              | Working well.  |
| Chemicals, photocopier toner, detergents etc. |                 | X   |      | All to be stored in a locked area ( <b>School secretary</b> and <b>cleaners</b> )  | Working well.  |
| External paths, parking areas and playgrounds |                 | X   |      | <b>Caretaker</b> to sweep as required.   | Investigate purchase of power washer.                      |
| Protruding units and fittings                 |                 |     | X    | Annual routine for inspecting furniture, floors, apparatus, equipment and fittings. ( <b>Post Holders/Staff Safety Officer/Caretaker</b> ) | To be done.  |
| Building entrances/exits                      |                 | X   |      | Maintain mats in good condition ( <b>caretaker</b> ).<br>Site door catches and door stops safely.  | If problem exists repair or replace mats.<br>Working well. |
| Sports Hall                                   |                 | X   |      | Ensure suitable footwear is worn. ( <b>class teacher</b> )<br>Keep floors clean ( <b>cleaners</b> )  | Working well.  |



| SAFETY<br>HAZARDS                                      | RISK ASSESSMENT |     |      | CONTROL MEASURES   | REVIEW   |
|--|-----------------|-----|------|--|--|
|  | LOW             | MED | HIGH |  |  |
| Tree roots through paving stones in Senior Infant yard |                 |     | X    | Fencing installed around affected areas.   | Working well.<br>Monitor regularly.<br><b>(caretaker)</b>  |
| Torn and curly carpet.                                 |                 |     | X    | <b>Class teacher</b> to report to <b>John Murphy</b> .<br><br><b>Caretaker</b> to fix carpet.  | If problem persists, replace carpet.   |
| Spillages – slips and trips.                           |                 | X   |      | Area to be sealed off and wet cone to be put in place until spillage is cleaned up.  |  |
| Children being collected early from school.            | X               |     |      | See <b>Pupil Supervision</b>   |  |
| Hot water/drinks on corridor                           | X               |     |      | Written memo prohibiting carrying of drinks by pupils on corridor.   | No problems to date.   |
| Internal stairs and corridors                          |                 |     | X    | Measures for traffic streaming up and down stairs and on corridors.<br><br>Ensure staggered release of students at break and home times. <b>(teachers)</b> | Working well.<br><br>Class teacher leads class out. Children to walk on left of corridor and stairs. |
| <i>Unauthorised access during the school day.</i>      |                 |     | X    | <i>Security doors to be kept closed.</i><br><br><i>Main door accessed by buzzer system – operated by staff only.</i>                                       | <i>Monitor regularly.</i>  |

| SAFETY<br>HAZARDS  | RISK ASSESSMENT |     |      | CONTROL MEASURES  | REVIEW  |
|--|-----------------|-----|------|---|---|
|  | LOW             | MED | HIGH |   |   |
| Playgrounds  |                 | X   |      | Ensure supervision rota in place.<br><br>See <b>Pupil Supervision</b>                               | Rota in place.  |
| Unauthorised access after a school day when a school is at risk. |                 |     | X    | CCTV cameras, adequate fencing, alarm.<br><br>Security shutters installed in vulnerable classrooms. | Damage to windows over holiday periods has been reduced.  |
| Assaults on members of staff by pupils                           | X               |     |      | Refer to the Code of Discipline and powers of suspension and expulsion.                             | The isolated incidents involved have been dealt with using the Code of Discipline and Behaviour policy. |
| Assaults on pupils by other pupils.                              | X               |     |      | Refer to the Code of Discipline and powers of suspension and expulsion.                             |   |

## FIRE

- The **BoM** will ensure that an adequate supply of fire extinguishers is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher will have instructions for its use.
- The **principal** will ensure that fire drills shall take place once a term.
- Fire alarms shall be clearly marked (**principal**)
- 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 obstructions 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. **Principal** will see that the main door and the hall exit are kept clear of obstruction.
- Assembly areas are designated outside each building and the location specified.
- Exit signs shall be clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty - **teachers** responsible for their own classrooms

**Secretary/principal** as appropriate, responsible for the office

c/f Fire Drill Policy

## FIRST AID

- Margaret Sharkey, Ciara Lanigan and Derek Murray provide the school's First Aid cover. Ms. Lanigan, Mr. Murray have been trained as occupational first aiders with The Order of Malta. For serious incidents the Principal or Safety Officer may be consulted to decide if parent/guardian should be contacted.
- A number of staff has been trained in the use of the Automated External Defibrillator (AED). The AED equipment is (1) stored in a secure box, situated outside the principal's office and (2) stored on the top corridor outside Room 21.
- One SNA in each yard will carry a first aid bag to attend to minor injuries.

First Aid/ bum bags – regular inventory test (**Staff Safety Officer**)

- During class times, if a teacher is concerned about a child, contact a parent/guardian.
- If there is a sudden accident requiring immediate attention, send for Ciara Lanigan or Derek Murray.
- Ciara Lanigan will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times. A further First Aid Box/Bag will be provided for trips and matches. Other bum bags will be kept in SNA room for use on corridors.
- Notices are posted in the secretary's office detailing:
  - Arrangements for giving First Aid
  - Location of first aid
  - Procedure for calling ambulances etc...
- An incident book is kept in the Principal's office to record all serious injuries. The **teachers on yard duty** are responsible for ensuring that the details of the injuries are entered in that book. The **first aid officer** will complete the report.
- All incidents, no matter how trivial, and whether to employees, students or members of the public, must be reported immediately to **person with assigned responsibility for a particular hazard** (outlined in list of workplace hazards and risks). If an incident is not mentioned in the school's list of hazards and risks, it should be reported immediately to the **Safety Officer**. The **Safety Officer** will complete recording of all accidents and incidents.

## Drugs and Medication

- Parents are requested not to send medication with their children to school.

Exceptions:        **Inhalers**, to be used in the relief of asthma attacks – child will be responsible for using the inhaler.

**Anapens:** to be stored in a secure cabinet in **Principal's office** for treatment of anaphylactic shock.

**If a child has a condition that requires any special care (medication or otherwise), it is essential that the parent/guardian ask for the necessary form. This must be completed and returned to the school with the necessary medicine, if required. It is the responsibility of the parent/guardian to renew the instructions at the beginning of each school year.**

- A reminder will be issued to parents in the first term.

## Illness

At the beginning of the school year, parents will be asked to provide contact phone numbers on a blank template provided by the school for such information. In the case of illness, parents/guardians will be contacted and children will be collected from their classroom or secretary's office. **(c/f pupil supervision)**

## Pupil Supervision

- Three members of staff will be on duty in the school hall from 8.30 a.m.
- Children will be allowed to their classrooms at 8.45 a.m.
- At break times four teachers and SNAs will be on yard duty.
- On wet days the children will remain in their rooms and extra staff members will be on duty.
- Children being collected early, due to illness etc. by parent(s)/guardian(s) must be signed out in book, located in the secretary's office.

## Concluding Comment

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. (Revised June 2018)

Next review date: June 2019

Signed on behalf of the Board of Management:

Chairperson: \_\_\_\_\_

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

Principal: \_\_\_\_\_

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

Safety Officer (BoM) \_\_\_\_\_

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

Safety Officer (Staff) \_\_\_\_\_

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