

# Safety Statement



## Scoil Náisiúnta Mhuire, Ballyboden, Dublin 16.

### **Introduction**

The Board of Management of Scoil Mhuire, Ballyboden, in accordance with its' mission statement, aims to provide for a safe working and learning environment in which parents, teachers and pupils can work collaboratively to ensure the realization of each child's full potential.

The Board of Management undertakes to comply with directives and guidelines set out by the Health and Safety Authority, particularly those which apply to school organisations. The board undertakes to adopt HSA revised procedures and reporting protocols at the board meeting following their publication.

The Board of Management therefore brings to the attention of its' staff and the school community the following arrangements for safeguarding the safety, health and welfare of all those working in our school, our pupils and visitors to our school.

The Board of Management draws up this policy in keeping with its' mission statement and ethos, in collaboration with staff members, parent groups and the local community and in compliance with Health and Safety legislation and advice from the Health and Safety Authority.

This policy is drawn up to provide for a safe learning environment for our pupils, a safe work place for staff members and visitors and to equip the Board, the principal and the staff to deal with issues relating to health and safety in a planned and considered way in accordance with our statutory responsibilities.

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## Policy Statement

This document sets out the policy of Scoil Náisiúnta Mhuire, Ballyboden in relation to the Health and Safety and the Welfare of all members of our school community and specifies the arrangements made and the resources provided to achieve that policy.

Our primary objective is to provide a safe and healthy environment for all employees and to meet our duties to pupils and members of the public who may be affected by our operations. The board recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting business in the school and to the public.

The central aims of this policy are :-

- The welfare, care, protection and education of every young person in our school,
- To provide a safe working and learning environment for all,
- To ensure in as far as possible that the school is a safe place for all
- And to minimise any possible threats to the health and safety of children, staff and visitors.

The success of this policy will depend on the co-operation of all members of our school community. It is therefore important that this document be read carefully and understood by all employees and each person understands his/her role in the overall arrangements for health and safety in our premises.

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. An audit of risk and hazard shall be facilitated annually by the Board of Management. This audit will be conducted in consultation with staff and Board members. Safety Officers will report to staff and to the board on progress in dealing with identified hazards. 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 minimize the recurrence of such accidents and ill-health.

## 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 Principal or the staff safety officer 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 or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or 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).

## Emergency Plans

An emergency is a situation which arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification of incendiary and bomb scares. The school has procedures in place for dealing with emergencies. Staff will be made aware of these procedures and regular practice drills will be undertaken. These activities are the responsibility of Mr. Owen McLoughlin (School Principal) and his deputy Ms. Siobhán Murphy (Deputy Principal).

### Emergency Phone Numbers

Fire Brigade: 999

Ambulance: 999

Garda: (Emergency) 999

Local Garda Station: (01) 666 6500 **Rathfarnham**

### Emergency Evacuation Procedures

In the case of fire, or other emergency requiring evacuation of the workplace:

- ◆ The person discovering the fire should raise the alarm by informing the principal, deputy principal or school secretary. They will contact the emergency services immediately.
- ◆ All persons must leave the building without delay to collect personal belongings.
- ◆ All persons should go immediately to assembly areas located at the perimeter fencing in the school yard by the playing field.
- ◆ Learning Support/ SEN Teachers will return children in their care to their class groupings when they arrive at the fire assembly area.
- ◆ All class teachers will take a roll to identify any persons missing from the assembly area.
- ◆ No one should re-enter the workplace until the emergency services give the "all clear".

### Emergency drills

The principal is responsible for ensuring that all staff and visitors are aware of the location of all the exits and emergency evacuation procedures.

A fire drill will be carried out at least once a term.

### Location of Fire Extinguishers / Fire Points / Fire Hoses / Fire Alarms

Fire Extinguishers / Fire Points are located in the following locations:

#### Senior Building

- ~ Staff Room – Fire Extinguisher in Press
- ~ Kitchen – Fire Blanket under sink
- ~ Foyer – Alarm System + Fire Alarm
- ~ Shop – Fire Point / Extinguisher
- ~ Corridor – Fire Extinguishers (2)
- ~ P.E. Hall – Fire Alarm
- ~ Corridor at Library – Fire Alarm
- ~ Corridor at Field Exit – Fire Alarm
- ~ Cleaning Store Room – Fire Hose + Fire Extinguisher
- ~ Secretary's Office – Fire Alarm

#### Junior Building

- ~ Staff Room – Fire Extinguishers (2)
- ~ Main Entrance – Alarm System
- ~ Kitchen – Fire Blanket under sink
- ~ Junior P.E. Hall – Fire Hose
- ~ P.E. Equipment Store Room – Fire Point - Hose and Powder

**Apex Fire Ltd. Moynehall, Cavan** is responsible for ensuring that this equipment is maintained in line with recommended servicing protocols. Testing and servicing of our fire alarm system will be conducted at six months intervals. The last service was conducted on the **16<sup>th</sup> December 2020**, the next service is due on the **16<sup>th</sup> June 2021**.

## Signs and Notices

The school will ensure that all necessary signs and notices are displayed. These will identify the locations of all exits and fire-fighting equipment, as well as any danger zones or hazardous materials. These notices will include a record of service of alarm systems and fire-fighting equipment and will be undated by **Apex Fire Ltd.** on completion of each service.

## First Aid

Ms. Breda Healy, school secretary, will maintain an adequate and appropriate level of first aid equipment, suitability marked and easily accessible, in order that first-aid can be provided. The first-aid equipment will be located in the secretary's office. Ms. Geraldine Fitzgerald and Ms. Breda Healy are the members of staff designated with responsibility for the delivery of first aid.

## The First Aid box Contents

The first aid box will normally contain the following where there are up to 50 people on the premises, and the quantities will be increased pro-rata where there are more than 50 people. The first aid box will be replenished at the beginning of each term and more often if stock runs low.

- 40 adhesive plasters
- 4 sterile eye pads (with bandage attached)
- 6 individually triangular bandages
- 6 safety pins
- 8 medium individually wrapped sterile un-medicated wound dressing (approx. 10cm X 8cm)
- 4 large individually wrapped sterile un-medicated wound dressings (approx. 13cm X 9cm)
- 4 extra large individually wrapped sterile un-medicated wound dressings (approx. 28cm X 17.5cm)
- 10 individually wrapped wipes
- 1 paramedic shears
- 2 pairs of latex gloves
- 2 sterile eye wash.

## First Aid Treatment Areas

The areas assigned for the provision of First Aid treatment in our school are the secretary's office, the foyer at the principal's office and the staffroom in the senior building. Where practicable, this will be a dedicated First Aid area or a room and we will make our best endeavour to equip this location with as many as possible of the following:

- Sink with running hot and cold water
- Drinking water
- Soap
- Paper towels

- Smooth topped working surface
- A suitable store for first aid materials
- First aid equipment
- Suitable refuse containers lined with a disposable plastic bag
- A chair
- A first aid treatment record book
- A bowl

## First Aid Personnel

The principal shall enter the number of occupational first providers. Their names and details are as follows:

1. Ms. Geraldine Fitzgerald

2. Ms. Breda Healy

The principal will provide information to staff, parents, Board of Management and/or safety representatives regarding the first aid facilities and arrangements in place.

The person responsible for ensuring that the first aid equipment and facilities are provided and maintained is the principal.

## Reporting Accidents

Accidents or incidents resulting in injury that require more than first aid which occur during school hours will be recorded in an 'Incident Report Form'. The principal shall keep these records in the office. The report shall be written by the person in whose care the child was at the time of the incident. The report shall be written by a witness to an injury when it is an adult who is injured. Each 'Incident Report Form' shall be dated and include a brief account of what happened, the nature of the injury and the names of the parties. The principal shall regularly inform staff members of their duty in this regard and request that the report be written within one week of the incident occurring.

The school will also comply with the requirements for reporting accidents and dangerous occurrences to the:

Health and Safety Authority  
10 Hogan Place  
Dublin 2  
Tel (01) 6147000

The person responsible for reporting accidents and dangerous occurrences to the HSA is the principal, Mr. Owen McLoughlin.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety authority. Accidents will be reported by filling out the online Accident Reporting form of the Health & Safety Authority website ([www.hsa.ie](http://www.hsa.ie)). Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the publications and Forms Section of the Health and Safety Authority website ([www.hsa.ie](http://www.hsa.ie))

More detailed information with regard to the types of accidents and dangerous occurrences which will be reported are contained in the Resources Section of the Safety Statement Manager.

## The Workplace Environment

It is the policy of the Board of Management that in as far as possible we will provide a healthy, safe and comfortable working environment for our staff and pupils and will ensure that the following issues are always addressed. The principal Mr. Owen McLoughlin is responsible for these matters.

- ✚ Ventilation will be adequate.
- ✚ Where computers are being used for more than 1 hour a day we will provide suitable chairs, sufficient space (a minimum of 4.65 sq. metres per person) and recommend regular eye tests.
- ✚ The temperature will normally be comfortable, normally above 17.5°C, and will not become excessively hot during warm weather.
- ✚ Adequate lighting will be provided.
- ✚ We will provide adequate facilities for boiling water and taking meals.
- ✚ Smoking will not be permitted in our workplace.
- ✚ We will provide adequate toilet facilities for staff and pupils and keep them clean and in working order. We recommend that children bring in their own towels to use after washing their hands. We will provide paper towel for drying of hands and anti-bacterial hand gel during flu season.
- ✚ A wash basin will be located at each toilet.
- ✚ The school will be cleaned as required. Floors and traffic routes will be cleaned daily. Waste materials will be removed on a daily basis also. A more thorough cleaning of the school will normally be undertaken prior to reopening after a holiday period.

## Hazards and Risks

The board will conduct or delegate an agent to conduct an assessment of hazards and risks in the school premises annually. The most current risk assessment document will be appended to this policy statement. The principal shall report regularly to the board on progress in remediating identified hazards at meetings of the Board of Management.

This assessment will identify:

- Possible risks and hazards in the school property
- The people at risk
- 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

Hazards and risks can arise in the following categories:

- |                       |                               |
|-----------------------|-------------------------------|
| ~ Furniture           | ~ Playground / sport injuries |
| ~ Working at a height | ~ Dust and fumes              |
| ~ Electricity         | ~ Explosions                  |
| ~ Fire                | ~ Noise and vibration         |
| ~ Radiation           | ~ Broken glass                |



- ~ House-keeping / Cleaning
- ~ Manual handling / lifting
- ~ Transport / motor vehicles
- ~ Use of machinery / equipment
- ~ Anti-social behaviour after and during school hours
- ~ Substances
- ~ Computer use
- ~ Stress, bullying and violence
- ~ Doors and Windows

## Access to the School

### Visitors and Contract Workers

Inasmuch 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

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Cars are advised to drive slowly on entering school grounds when collecting children.
- Parents and guardians are not permitted to drive into the school playground.
- Those parking outside the school grounds are advised to accompany children to and from the school premises.
- Children in junior infants to second class will be collected from their classrooms. Children in third to sixth class may leave at the end of the school day without being collected by a responsible adult if their parent(s)/guardian(s) also give their permission.

## Review / Circulation

The Board of Management undertakes to review this policy on a regular basis and to circulate this policy statement to all parents and guardians at the time of enrolment and to make it available to parents/guardians and staff members through the office, on the school's website and accessible to staff in the public section of the school intranet on the server. A copy will be kept in the office along with the most recent 'Risk Assessment' documentation.

**Ratified by Board of Management on:** \_\_\_\_\_

Date: 23<sup>rd</sup> March 2021

**The board undertakes to review this policy again before the end of December 2022**

**Signed:**

\_\_\_\_\_  
*Chairperson, Board of Management*  
Fr. John Hughes, OSA

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*Principal,*  
Mr. Owen McLoughlin

\_\_\_\_\_  
*Safety Officer of the Board of Management*  
Mr. F. Roche,

\_\_\_\_\_  
*Staff Safety Officer/Deputy Principal*  
Ms. S. Murphy