



# SAFETY STATEMENT 2020

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# 1 Safety Statement

St Laurence O'Toole's National School is located in Roundwood Village, in Co. Wicklow. Currently it has a staff of people Administrative Principal, 12 class teachers, 1 Special Class teacher, 3 Learning Support/Resource Teachers, 2 shared Resource/Learning Support teachers, 5 Special Needs Assistants (SNA), 1 part-time Caretaker, 1 Secretary and 2 cleaners (part-time). There are 306 pupils enrolled in the school. The school at different times throughout the year also has several students carrying out work experience with the staff and regularly has visits from support services like psychologists, Speech Therapists, physiotherapists, occupational therapists etc. Also, guest speakers/teachers e.g. GAA Personnel, Gymnastics, Dance Coaches, Dramatic performances would frequent the school.

This statement has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. This Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management. A copy of the Safety Statement will be made available to anyone who wishes to see it through the school office. St Laurence O'Toole's N.S. will do all that is reasonably practicable to ensure a safe working environment for staff, students, contractors, and visitors at all times.

In particular, the Board of Management will ensure that :

- 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.
- Machinery will be used safely by qualified personal in so far as is possible.
- Work systems shall be planned, organised, performed and maintained to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible 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.

Every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health, and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

## **2 Roles and Responsibilities of staff**

### **2.1 Board of Management**

The establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. Specifically, the Board of Management will:

- Appoint a Health and Safety officer from within the Board of Management.
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in her role as the 'day-to-day manager' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Officer, Principal, Deputy Principal, and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that training is provided for staff members at regular intervals and as necessary

### **2.2 Health and Safety Officer on the Board of Management (Seamus Kennedy)**

The Health and Safety Officer on the Board of Management (BoM) shall keep the BoM informed of concerns and updates to the Health and Safety policy. The Health and Safety Officer via the Principal as the 'day-to-day manager' of the school shall:

- Monitor competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures if he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Arrange to annually appraise the effectiveness of the statement.
- Ensure that responsibility is properly assigned, understood, and accepted at all levels.
- Ensure that appropriate fire fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure that appropriate number of Fire Wardens (teachers) and First Aiders have been appointed from among the staff (see appendices).
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace
- Require employers from whom the School contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

### **2.3 Health & Safety Representative (Chloe O'Brien)**

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

They will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a regular basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ [www.hsa.ie](http://www.hsa.ie))
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the school Principal or Health and Safety officer on the Board of Management.

### **2.4 All 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 other 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 or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health, and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their

health & safety.

- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

## **2.5 Consultation and Information**

It is the policy of the Board of Management of St Laurence O'Toole's N.S. to consult with staff in preparation and completion of hazard control forms, 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.

## **3 Hazards**

Some hazards can be rectified but others remain constant. Hazards have been divided into two categories. 1) Hazards that can be rectified or minimised will be dealt with as a matter of urgency. 2) Hazards that cannot be clearly indicated and appropriate procedures listed beside them. The Board of Management in consultation with the Principal, Health and Safety Officer and employees will review and make recommendations on the elimination of Hazards.

### **3.1 Fire Hazard (cf. Fire Safety Policy)**

It is the policy of the Board of Management of St Laurence O'Toole's National School that:

- There is an adequate supply of fire extinguishers which deal with any of fire. type
- All fire equipment is identified and regularly serviced
- Regular fire drills take place
- Fire alarms are clearly marked
- All electrical equipment be unplugged or turned off outside school hours and when school is vacated for lengthy periods.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- Assembly areas are designated outside each building, and the locations specified
- Exit signs are clearly marked.
- Those leaving buildings/ classrooms must have permission from parent/guardian.
- The Health and Safety Representative and Health and Safety Officer are responsible for fire drills and evacuation procedures

- School equipment has been checked by a fire officer and all recommendations made by him/her have been implemented.

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed. Records of tests kept and conducted by the H&S Representative and Officers.

<u>Test/Inspection/Examination</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	Annually	External – Contractor
Fire Alarm System	Every 3 Months	External Contractor
Emergency Lighting	Annually	External – Contractor

### **3.2 Other Hazards**

It is the policy of cleaned the Board of Management of St Laurence O'Toole's National School that school buildings be well maintained.

- The yard surface is properly maintained by caretaker and/or contractors as appropriate
- P.E. equipment is stored, properly maintained, and used in an appropriate way
- Classrooms are regularly and fittings such as lights and sockets are well maintained.
- Toilets throughout the school are cleaned on a daily basis and adequate soap and paper towels are provided.
- Sanitary disposal units are provided and maintained in classrooms for middle and senior pupils.
- Non-slip mats be used in corridors at the entry/exit points.
- Nature Garden/Yard areas: The caretaker will check for safety on the premises each morning. If teachers identify a hazard, they should inform the Health and Safety officer and also note it in the diary with a view to having it dealt with in a timely manner.
- Staff are asked to report broken glass to the safety representative so that it can be removed immediately.

### **3.3 Constant Hazards**

#### **3.3.1 Electrical appliances**

- Electrical appliances be used only by competent persons. Such appliances and equipment will be well maintained.
- All electric wires/cables must be regarded as potentially dangerous.
- No unqualified person should open or investigate any electrical goods in the school.

- When persons are changing lamps or bulbs, the circuit should have its fuse taken out. (Switching off lights is not adequate).
- If any electrical equipment looks faulty or damaged it must be reported immediately and be checked by a qualified person.
- Particular attention must be paid to flexible cables such as those feeding computers and catering equipment. They will be inspected regularly for damage or faulty condition. Before moving such equipment, the power will be unplugged.
- No unqualified person should interfere with fuse boards or main switchboard.
- Particular care must be taken regarding water damp in relation to electrical appliances. Always unplug the electrical kettles.

### *3.3.2 Chemicals*

All detergents, chemicals etc. be stored in clearly identifiable containers and kept in a safe area. All flammable, toxic and corrosive substances must be kept in a locked room. It is the policy of the School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

### *3.3.3 Highly Polished or Wet Floors*

Floors will not be polished or made slippery during the term. Washing of floors is conducted after school to ensure, as far as is reasonably practicable, eliminating the danger of slipping.

### *3.3.4 Medical Conditions*

Parents are asked to inform the school in writing if their child suffers from any allergies, long term, or short-term illness and if their child is on medication. No medicines can be administered within the school unless prior permission obtained. See Administration of Medicines Policy.

### *3.3.5 Smoking*

St Laurence O'Toole's is a non-smoking area to avoid hazard to staff and pupils of passive smoking.

### *3.3.6 Manual Handling*

No person will be expected to lift a load that would be likely to cause him / her injury. Any lifting of heavy items must be carried out by the Caretaker.

### *3.3.7 First Aid*

It is school policy that several staff members will be trained in First Aid with the school secretary taking the role of day-to-day overseeing of First Aid. The First Aid box will be stored in the school office and will be checked and refilled by the secretary. Disposable gloves will be provided for administering First Aid.



### 3.3.8 Visual Display Units

The school is fully aware of its obligations under the General Application Regulations 2007 on use of Visual Display Units (VDUs) with respect to the following:

*Lighting:* Correct lighting is essential if eye fatigue is to be prevented.

We have ensured that the general level of illumination within the school premises complies with EU guidelines.

*Reflection & Glare:* Reflection and glare can cause great discomfort for the operator.

Eye tests will be facilitated for the school secretary and funded by the BoM annually or any employee using it.

*Workstation:* The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a glossed veneer finish.

### 3.3.9 Staff Room

Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it. The cleaner will clean the staff room at the end of each school day.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

It is the policy of the School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school 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 always be provided with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

## 4 The Code of Behaviour

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee or child. The Code of Behaviour covers staff safety in cases of challenging behaviour. See ***Code of Behaviour***.

## 5 COVID19

The hazards associated with COVID-19 along with their control measures have been outlined in the St Laurence O'Toole's National School ***COVID-19 Risk Assessment***. The Board of Management has completed a ***School COVID-19 Response Plan*** in line with Department of Education guidance and the Return to Work Safely Protocol.

## **6 Specialist Equipment**

All equipment in the school used for additional needs, such as the lift, hoist etc., will be utilised in accordance with our Specialist Equipment procedures. They will be maintained and used in accordance with their guidelines and by qualified staff members.

## **7 Safety procedures for staff dealing with challenging behaviour**

All staff will familiarise themselves with the school procedures for dealing with challenging behaviour. The primary aim in the case of danger to staff is to keep staff safe. Procedures must be adhered to and reviewed regularly or as necessary to ensure both staff and pupil safety. Teachers will use the Red Card system to get help from another staff member at any given time. See ***Code of Behaviour***.

## **8 Adult/ Student Work Experience Policy**

The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school.

The Health and Safety representative will be informed of all adults/students on work experience or work placement programmes in the school.

The Health and Safety representative will supply work experience students with information of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire safety policy, contact person in case of issues, accident reporting etc. will be given to individuals.

## **9 Visitor Control Procedures**

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management, including, persons attending interviews for a potential job.

- The visitor will always be accompanied by a member of staff during the visit.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site.

## **10 Contractor Control procedures**

All contractors who work for the School must provide the following items to the Principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the work to be carried out.
- Copy of any applicable statutory test/examination certs. for equipment brought and used on site.

## **11 Accident Reporting & Investigation Procedure Policy**

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form (See Section 26.5). The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences that must be notified to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative/principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

### **11.1 Accident Reporting & Investigation Procedure**

- Upon notification of an accident, the Health & Safety Representative or Principal/Deputy Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/ logbook to record details.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher/person in charge should determine whether it is necessary to record the scene by use of a camera– if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

## **12 Access to the school building**

Only authorised personnel and/or key holders will have access to the building outside of school hours.

Key holders are requested to lock up after themselves and adhere to the **Keyholders Policy**. When electricians/plumbers and other workmen need access to the school the principal arranges with the caretaker to open the school as required.

### **13 Anti-bullying & Anti-harassment Policy**

This School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of everyone at work. We recognise that conflict may occur between staff, between staff and contractors or between staff and third parties, and can include behaviour that is offensive to the recipients. *Cf. Anti-bullying and Anti-harassment Policy*

### **14 Work-related stress**

The 2005 Safety, Health and Welfare at work Act obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. The School will utilise the following methods for eliminating stress:

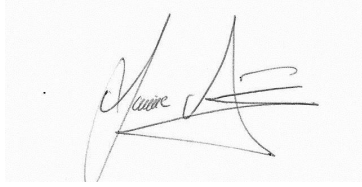
- Regular consultation and communication with and between all staff is promoted
- Employees who feel stressed due to work related issues are encouraged to immediately bring the matter to the attention of any member of the senior management team.

### **15 Pregnant Employees**

The School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly, when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will plan to facilitate this.



**Signed:**

Chairperson of the BOM

**Date:** 24<sup>th</sup> November 2020

## 16 Appendix 1: Health and Safety Staff Training Record

Name	Training	Date


**17 Appendix 2: Health and Safety Fire Drill Record**

Date of Fire Drill	Evacuation Time Alarm Activation to All Clear	Problems Identified During Fire Drill



- Trampoline will be checked on a regular basis to ensure it is in correct working condition.
- Maximum user weight 100kg.
- Children are not permitted to exit the trampoline by bouncing off it.
- Shoes should be removed when using the trampoline.
- The area around the trampoline should be clear of objects and the trampoline should not be situated close to the wall or other equipment.

## 19 Appendix 4: Caretaker Cleaning Schedule (Health and Safety)

Caretaker to do daily check to ensure that:

M	T	W	Th	F	<b><u>Week Beginning:</u></b>
					There are no uneven/broken/cracked surfaces and paving.
					Roofs, guttering, drainpipes etc as far as can be seen are sound and well maintained.
					Manholes are safe.



					All play areas are kept clean and free from glass/obstacles
					Outside lighting works and is sufficient.
					All builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
					Fire exits cleared of rubbish/debris
					Access to main street cleared of rubbish/debris

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

Signed: \_\_\_\_\_