

SCOIL SAN EOIN SAFETY STATEMENT POLICY



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 Scoil San Eoin.

POLICY STATEMENT

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 bi-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 Scoil San Eoin 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 Scoil San Eoin 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 Scoil San Eoin undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to.

Following the period of school closure due to COVID 19 and with the health and safety of all staff and pupils at the forefront the Board of Management of Scoil San Eoin undertakes to ensure that the 'Return to Work Safely' protocol is fully 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.
- e. To ensure they are aware of and up to date with the symptoms of COVID 19.

- f. To ensure they perform regular hand hygiene, have good respiratory etiquette and practise social distancing where possible.
- g. To bring to the attention of the Lead Worker Representative and the Principal should they develop symptoms of COVID 19 while at work.
- h. To be familiar with the protocol for managing a suspected case of COVID 19.

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).

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of Scoil San Eoin 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, e.g. regular monitoring of the evolving COVID 19 pandemic. Health, safety and welfare at work will be considered in any future staff training and development plans.

REPORTING ACCIDENTS/ILLNESS

The school will 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 is the Principal Ms. Greene.

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 from the Health & Safety Authority website (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)

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.

In the case of illness, particularly the development of symptoms of COVID 19, the principal will assess whether the individual can immediately go home/be brought home by parents who will call their GP and await further instructions. Should the person be too unwell to travel home or if further advice/clarification is required 999 or 112 will be contacted informing that the unwell person is displaying symptoms of COVID 19.

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.

FIRE

It is the policy of the Board of Management of Scoil San Eoin that:

- 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.
- The Safety Officer AM. Nuzum will ensure that fire drills shall take place at least once a term.
- 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 obstruction and shall be able to be opened at all times from within the building.
- A plan of the school shows assembly points outside the school.
- Assembly areas are designated at the locations 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 are responsible for their own classroom. The secretary/SET, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- 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
- Guillotine
- Projectors
- Fuse Board
- Electric kettles
- Ladders
- Flat roof of hall and flat roof of school
- External store to be kept locked
- Lawnmower
- Trees around perimeter of school/Tree Stubs
- Garden stores
- Icy surfaces on a cold day
- Hand sanitiser spillages

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 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 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.
- e. Precautionary notices, in respect of safety matters are displayed at relevant points.
- f. Ladders must be used with another person's assistance.
- g. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- h. Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- i. Principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- j. Check that all PE and other mats are in good condition.

- k. A Bi-annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- l. Check that wooden beams, benches etc. Are free from splinters and generally sound.
- m. Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- n. Will check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. Board of Management Safety Officer and caretaker.
- o. Board of Management Safety Officer and caretaker check that manholes are safe.
- p. Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- q. Check that outside lighting works and is sufficient. Board of Management.
- r. Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Board of Management Safety Officer.
- s. Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- t. See attached forms complied with health and safety issues with external hazards.
- u. Hand sanitiser stations will be constantly monitored and spillages will be cleaned up without delay.

CONSTANT HAZARDS

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil San Eoin 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. caretaker, the supplier or his agent. Before using any appliance the user should check 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.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the health and Safety Authority.

Chemicals:

It is the policy of the Board of Management of Scoil San Eoin that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use.

Younger children will use hand sanitiser under strict supervision of staff due to the flammable and toxic nature of same.

Drugs & Medication:

It is the policy of the Board of Management of Scoil San Eoin that all drugs, medications, etc. be kept in a secure cabinet.

Highly Polished Floors:

It is the policy of the Board of Management of Scoil San Eoin 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, and staff and pupils shall be told to use handrails when going up or down steps.

Smoking:

It is the policy of the Board of Management of Scoil San Eoin 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. All Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. 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, paper towels and soap and sanitary disposal facilities must be available.

Members of Staff and Students are reminded that:

- 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.

COVID 19 AND INFECTIOUS DISEASES

The Board of Management of Scoil San Eoin is committed to providing a safe and healthy workplace for all staff and pupils. The Board of Management will endeavour to keep up to date with public health advice and implement guidelines provided by the Department of Education. Procedures and protocols regarding infectious diseases are implemented in line with the school COVID 19 policy. These include thorough daily cleaning and disinfecting, the provision of warm water, soap and paper towels, hand sanitising stations, PPE and a facility for the safe disposal of waste.

FIRST AID

It is the policy of the Board of Management of Scoil San Eoin that all staff members shall be trained to provide First Aid to staff and pupils.

1. Notices are posted in office detailing:
 - arrangements for giving first aid,
 - location of first aid boxes – one in each classroom (Junior & Senior) and one in staff toilet. During break times a first aid basket is left in hallway.
 - Procedure of calling ambulances etc....,
 - Telephone numbers of local Doctor, Gardaí, and Hospital are located in staffroom.

2. All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. 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 each class teacher on Aladdin

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant e.g. savlon
- Eye lotion e.g. Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves, aprons and masks must be used at all times in administering First Aid.

ACCESS TO SCHOOL

Access to the school by parents/guardians or any other visitors must be by prior arrangement only. Visitors must enter through the front door of the school, sanitising on arrival, follow the one way system and sign the visitor log. All visitors must observe social distancing and limit their time on the premises to immediate business in so far as possible.

Any contractor must make direct contact and prior arrangements 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

- Pupils must remain with parents/guardians at all times outside of the school gates and observe social distancing guidelines.
- There are two designated drop off/collection points for pupils.
 - i. Junior Room – Pedestrian Gate
 - ii. Senior Room – Lower Double Gate
- Pupils are not permitted to enter the school grounds before 9:10am when a member of school staff opens these gates. Under supervision of school staff pupils then proceed directly to their classrooms in their bubble/pod through their own designated entry points.
- At the end of the school day pupils will be escorted in their bubble/pod by school staff to their designated collection point.
- The school cannot facilitate the collection of pupils during the school day without prior arrangement unless in the case of an emergency. Parents/guardians must sign pupils out in the log book.

REVISION OF SAFETY STATEMENT

This statement shall be regularly revised by the Board of Management Scoil San Eoin in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Both public health and department of Education guidelines regarding COVID 19 will be monitored on an ongoing basis and may lead to the revision/updating of Scoil San Eoin's Safety Policy.

This statement was revised and amended by the Board of Management on:

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Signed:

Chairperson of BOM

Principal

Date

Date