

Scartleigh N.S.



SALEEN

Scartleigh National School

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Health and Safety policy

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 as required and 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. 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 Scartleigh National School 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 as 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.
- 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 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 undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 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 item 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 other

means or item 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).

Hazards

Hazards shall be divided into categories.

Fire:

It is the policy of the Board of Management that:

- (i) 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.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) 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 who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.

- (vi) Assembly areas are designated outside each building, and the locations specified.
- (vii) Exit signs shall be clearly marked.
- (viii) 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/principal are responsible for their offices. Staff room is every teacher's responsibility. Cleaners will also check when cleaning.
- (ix) The Deputy Principal shall be responsible for fire drills and evacuation procedures.
- (x) 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.

1. Wet corridors
2. Climbing equipment on playground
3. Oil tanks
4. Trailing leads
5. Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric Kettles
10. Boiler House
11. Ladders
13. Protruding units and fittings
14. Flat roofs

15. Lawnmower
17. Garden storeroom
18. Icy surfaces on a cold day
19. Mats in hall
20. Windows opening out
21. Toaster
22. Microwave
23. Interactive Whiteboard
24. Fobs
25. Doors
26. Oven
27. Laminators
28. Fencing
29. Sight of old playground
30. Sloping ground
31. School gates
32. Staff Carpark
33. School garden
34. Lift
35. Stairs
36. Toilet doors
37. Burco
38. Hot water in classrooms

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- 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.

(a) All machinery and electrical equipment are fitted with adequate safeguards.

(b) Precautionary notices, in respect of safety matters are displayed at relevant points.

(c) Ladders must be used with another person's assistance.

(d) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery

(e) Board of Management will check that floors are clean, even, non-slip and splinter-proof.

(f) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.

(g) Check that all PE and other mats are in good condition.

(h) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Board of Management Safety Officer and Staff Safety Representative.)

(i) Check that wooden beams, benches etc. are free from splinters and generally sound Vice Principal.

(j) Check that there are no uneven/ broken/cracked paving slabs. (Caretaker, under Board of Management.)

(k) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.

(Board of Management Safety Officer.)

- (l) The caretaker will check that manholes are safe.
- (m) Check that all play areas, are kept clean and free from glass before use.
- (n) Check that outside lighting works and is sufficient. Board of Management.
- (o) Check that all builder's materials, caretaker's maintenance equipment, external stores etc. are stored securely. Principal and Board of Management Safety Officer.
- (p) Check that refuse is removed from building each day and is carefully stored outside. Caretaker
- (q) Car Park-Pupils are instructed on use of pedestrian crossings in the school ground
- (r) Computer Room: Rule of the room must be strictly adhered to
- (s) Three teachers on yards wearing hi-vis jackets.
Incidents in yard book

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances. It is the policy of the Board of Management of Scartleigh National School 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 check that:

- All safety guards which are a normal part of the appliance are in working order.
- Power supply cables/leads are in tact 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 Scartleigh National School 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 Scartleigh National School that all drugs,

medications, etc be kept locked at all times in the secretary's office and used only by authorised personnel.

See Administration of medicine Policy

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided with soap, sanitizers and hand dryers. The staffroom has a dish-washer and two fridges. Boiling water is constantly available in the Burco. Staff are asked to co-operate in keeping the staff room and fridges clean.

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 Scartleigh National School 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 stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Scartleigh National School 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. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Infectious Diseases

It is the policy of the Board of Management of Scartleigh National School 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: It is the policy of the Board of Management of Scartleigh National School that a member of staff shall be trained to provide First Aid to staff and pupils.

Please see Policy for dealing with Accidents/Injury

(1) Notices are posted in the office detailing: Location of first aid boxes, Procedure of calling ambulances etc, Telephone numbers of local Doctor, Gardai, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must 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. There is an incident book for each yard. This must be filled in by the teacher on duty in the case of an accident and all accidents must be reported to the Principal or in her absence to the Deputy Principal. 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.

- Disinfectant (e.g.) savlon
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic wipes
- Scissors
- First Aid Chart Disposable gloves must be used at all times in administering First Aid.

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 parent/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 grounds when collecting children.

(3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

General Safety

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

- Observing the general rules of safety
- Using all machinery and equipment in a safe and proper manner
- Employing the proper procedures when carrying out tasks and ensuring that no practises are used which may act as a source of danger to themselves and or others.
- Keeping work area clean and tidy at all times
- Making sure all corridors, particular those leading to escape routes, are kept free of obstruction at all times.
- Taking care that fire points are not blocked or covered up at any point.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of Scartleigh National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____

Nominee of BOM Safety Officer: _____

Date: _____

This Policy statement is in accordance with Safety, Health and Welfare at Work Act 2005, and subsequent amendments 2006-2007.

Members of the Board of Management:

Chairman:

Board Members:

Safety Officer:

Staff Nominee:

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