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Principal: Siobhán Kennedy  
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# **Ahane N.S. Safety Statement**

Revised –  
January 2022

## **Introductory Statement**

Ahane N.S. Safety Statement was drawn up by Micheál O'Shea, who has responsibility for Health and Safety, in consultation with Siobhán Kennedy, Principal.

## **Rationale**

Ahane N.S. Safety Statement is necessary as:

- The Board of Management needs to provide for the health and safety of all staff, children and visitors to the school.
- It is required by law to ensure that the Health and Safety at Work Act, 1989 and the General Application Regulations, 1993, Amendment 2000 and 2001 and the Fire Services Act, 1981 are adhered to.

## **Relationship to Characteristic Spirit of the School**

Ahane N.S. Mission Statement aspires:

- That the school environment will be a stimulating, enjoyable, fulfilling and holistic experience for all the children in Ahane N.S.
- That the school community will work together for the benefit and fulfilment of all children in Ahane N.S.

In accordance with the aspirations of the Ahane N.S. Mission Statement, the Ahane N.S. Safety Statement aims to provide the highest standards of health and safety for all who use the school.

## **Aims**

The Board of Management of Ahane N.S., Lisnagry, wish 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.
- The heating system and boiler house will be 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 e.g. Fire-drill.
- That 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.
- The Board of Management of Ahane N.S. shall nominate the Safety Office

## **Content of 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 annually or more frequently if necessary, in the light of experience, it changes in legal requirements and operational changes.
- A safety audit shall be carried out 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.
- Staff members will record all accidents both in the classroom and the playground in a notebook.
- Record of Accidents – See attached Accident Report Form.

The Board of Management of Ahane N.S. recognises that its statutory obligations under legislation extends to employees, children, to any person legitimately conducting school business, and to the public.

The Board of Management of Ahane N.S. undertakes to ensure that the provisions of the safety, Health and Welfare at Work Act 1989 and the General Applications Regulations 1993; 2000 and 2001 Amendment, 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 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 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 Board of Management, via the Principal if possible, 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, such as fire-blankets, 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).

## **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 Ahane N.S. 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 principal will ensure that fire drills shall take place at least once a term.
  
- Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer).
  
- 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. 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.
  
- A plan of the school shows assembly points outside the school. The Fire-Assembly Point is at the south- west corner of the front playground.
  
- 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/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
  
- The Fire Safety Officer shall be responsible for fire drills and evacuation procedures.
  
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
  
- Fire-blankets are kept in the staff-room and in the kitchen in the Halla.

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 frames
3. Trailing leads
4. Typewriters, Computers
5. Projectors
6. Fuse Board
7. Electric kettles, water boiler in the staff room, Burco-boiler in the kitchen in Halla.
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. External store to be kept locked
12. Slabs around perimeter of school
13. Icy surfaces on a cold day
14. Mats in hall- Mats should be kept inside all external doors to avoid slippery floors.
15. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee page 3 of this document):

- (a) Access to and operation of 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 or 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.
- (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 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 in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An 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 vaulting horses, beams and benches are stable and do not wobble when in use. Principal.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc., as far as can be seen, are sound and well maintained. Board of Management Safety Officer.

- (p) Teachers check that manholes are safe.
- (q) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (u) All video display units should have a screen in front of the computer.

## **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Ahane N.S. 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 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 Ahane N.S. 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 Ahane N.S. that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staff-room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

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, towels and soap and sanitary disposal facilities must be available.

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 Ahane N.S. 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 Ahane N.S. that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. This includes the grounds and car parking area.

### **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.

### **Visual Display Units**

It is the policy of the Board of Management of Ahane N.S. that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of the Board of Management of Ahane N.S. 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 principals 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.

The Board has a Covid 19 Policy Statement, a Covid Response Plan and a Covid 19 Risk Assessment in place to reduce the risk of the spread of Covid 19 in the school. (See attached).

## **First Aid**

It is the policy of the Board of Management of Ahane N.S. that a member of staff 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,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(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 the Safety Officer.

See attached Accident Report Form.

The Health and Safety Officer 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) Obtrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Waspeze
- Dry Ice Packs

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.

### **Revision of This Safety Statement**

This statement shall be regularly revised by the Board of Management of Ahane N.S. 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:

**Chairperson:** Tony Harnett Date: 03/02/2022

**Principal:** Siobhán Kennedy Date: 03/02/2022

**Safety Officer:** Oliver Donnelly Date: 03/02/2022

**Nominee of BOM**

**Safety Officer:** Micheal O'Shea Date: 03/02/2022

**Nominee of staff**

Ahane N.S.  
Lisnagry  
Co. Limerick.

Policy statement in accordance with the safety, health and welfare at work act 1989 and the General Application Regulations 1993, Amendment 2000 and 2001 and the Fire Services Act 1981

### **Members of the Board of Management:**

**Chairperson:** Tony Harnett

**Board Members:** Siobhán Kennedy, Gary Hussey, Niamh Madden, Mary Cusack, Maureen Hartigan, Oliver Donnelly, Therese Tuohey.

Safety Officer: Oliver Donnelly

Staff Nominee: Micheal O'Shea

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 1989.

### **Success Criteria**

- Teaching and learning will be effective within the parameters of a safe environment.
- An awareness among staff of appropriate procedures in line with the Ahane N.S. Safety Statement.
- Confidence among staff to use appropriate procedures in line with the Ahane N.S. Safety Statement.
- An awareness among pupils of acceptable and expected behaviour during safety procedures, e.g. fire- drill.
- Ahane N.S. Safety Statement will be deemed effective if accidents and injuries are kept to a minimum.
- Assessment will be made through the annual check of equipment and Accident Report Form by the Principal and Safety Officer.
- The Board of Management will review health and safety issues on an ongoing basis.

### **Roles and Responsibilities**

Ahane N.S. Safety Statement will be supported, developed and implemented by the staff and Board of Management of the school with the co-operation of the pupils and others who visit the school.

The Safety Officer will have the responsibility of dealing with day to day issues on health and safety in consultation with and with the approval of the Principal.

### **Time-frame for Implementation**

Ahane N.S. Safety Statement will be implemented with immediate effect.

### **Time-frame for Review**

Ahane N.S. Safety Statement will be reviewed at the beginning of each school year on an ongoing basis in order to adjust policy to suit any changes or alterations to the school building, grounds or equipment.

### **Responsibility for Review**

The Principal, the Safety Officer, the teaching staff and the Board of Management will have responsibility for review of the Safety Statement.

Initiation of the review process is the responsibility of the Safety Officer Micheál O'Shea. This policy was reviewed by Micheál O'Shea, in consultation with staff, in January, 2022.

### **Ratification and Communication**

Ahane N.S. Safety Statement will be ratified by the Board of Management and communicated to the Ahane N.S. school community on ratification.