

Bunscoil McAuley Rice

Safety Statement

Introduction:

The Board of Management of Bunscoil McAuley Rice brings to the attention of its staff the following arrangements to ensure 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, 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 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 Bunscoil McAuley Rice 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.
- 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 all employees.
- Plans for emergencies shall be complied with and revised as necessary.
- 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.

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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 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.

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 2005)

Consultation and Information:

It is the policy of the Board of Management of Bunscoil McAuley Rice 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

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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.

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 Bunscoil McAuley Rice 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) Our staff Fire Drill Officer will ensure that fire drills shall take place at least once per term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (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.
- (vi) Assembly areas are designated outside the school building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged or plugs at off position when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaners will also check when cleaning.

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(xi) The staff Fire Drill Officer shall be responsible for fire drills and evacuation procedures.

(xii) 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:

- School entrances
- Stairs
- Lift on corridor
- Wet corridors
- Oil tank
- Fire
- Storage of First Aid supplies
- Electrical and other classroom equipment
- P.E. Classes
- Storage of cleaning agents
- Storage of computer/photocopier ink
- Trailing leads
- Computers
- Projectors
- Fuse boards
- Guillotine
- Electric Kettles, Burko boilers, Lincat boiler
- Ladders

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- Protruding units and fittings
- Icy surfaces on a cold day
- External store shed/garden stores to be kept locked
- Lawnmower
- Boiler house
- Mats/gym mats in hall
- Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employees, pages1-2 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 in the course of their normal duties. Copies of this Safety Statement will be available to all contractors prior to contract by the Principal/Board of Management.
- (b) In addition all such equipment is to be used in strict accordance with the manufacturer's 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) Assistant Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Assistant Principal will check that all PE and other mats are in good condition.

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- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
- (l) Board of Management Safety Officer and Staff Safety Representative check that all P.E. beams/benches etc., are free from splinters, generally sound, stable and do not wobble when in use.
- (m) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Board of Management Safety Officer)
- (n) Check that there are no uneven /broken/cracked surfaces. (Caretaker under the Board of Management)
- (o) Check that all outside lighting works and is sufficient. (Board of Management Safety Officer)
- (p) Check that manholes are safe. (Caretaker under the Board of Management)
- (q) Check that all play areas and plant beds are kept clean and free from glass/rubbish before use. (Caretaker under the Board of Management)
- (r) Check that all builder's materials, caretaker's 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 under the Board of Management)

Constant Hazards:

Machinery, Kitchen Equipment, Electrical Appliances

It is the policy of the Board of Management of Bunscoil McAuley Rice 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.

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.

Suitable undamaged fused plug tops are used and fitted with the correct fuse.

Follow official guidelines issued by the health and Safety Authority.

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Electrical Appliances:

Arrangements will be made for all appliances to be checked on a regular basis 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/switch off 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 Bunscoil McAuley Rice 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/Caretaker/Cleaner/Principal where appropriate).

Drugs and Medication

It is the policy of the Board of Management of Bunscoil McAuley Rice that all drugs, medications etc., be kept out of sight of pupils at all times. Epipens and other medications are stored in the secretary's office. Diabetic medication is stored in a specified fridge in the servery and diabetic needle containers are stored in a locked drawer in a locked storage room.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided with soap, sanitizers and disposal hand towels. Staff are asked to co-operate in keeping the staff room and fridges clean.

Members of staff and students are reminded:

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(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.

Floors

Every attempt will be made to avoid the creation of slippery surfaces. The washing of surfaces shall be conducted, as far as 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 surfaces being affected by frost/ice in cold weather. Provisions will be made for outside surfaces to be salted when necessary(Principal/Caretaker). Staff and pupils shall be told to use handrails to the left when going up or down steps. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking/Vaping

The school shall be a non-smoking/non-vaping area to avoid hazard to staff and pupils.

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.

First Aid

It is the policy of the Board of Management of Bunscoil McAuley Rice that members of staff shall be trained to provide First Aid and the AED unit.

Our staff First Aid Officer will ensure that there are properly maintained First Aid kits in the school.

Disposable gloves must be used at all times in administering First Aid.

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AED Unit is stored at the rear exit.

Notices are posted in the office/first aid boxes detailing

- Arrangements for giving first aid
- Emergency procedures ie. EpiPen/AED
- Telephone numbers of local doctor, Gardaí, hospital etc.,

Accidents/Injury:

All serious incidents, whether to employees, students or members of the public must be recorded in the teacher's incident book and reported to the Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

Access To School:

Parents/visitors/contractors entering the school premises are required to report to the office on arrival.

Collecting Children:

Parents or guardians collecting children early must report to the office and use Aladdin Connect App to report reason for early collection.

- All parents/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.
- Those parking outside the grounds are advised to accompany children to and from the school premises.
- Those parking on school grounds are advised to park in visitors' carpark.
- Cars should not stop on main avenue to drop or collect children. Set down areas should be used and set down areas need to be vacated as soon as possible after drop off/collection.

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Health and Safety Audit

A Health and Safety Audit will take place on an annual basis by the School Safety Representative and the Board of Management Safety Officer.

Revision of this Safety Policy:

This policy shall be regularly revised by the Board of Management of Bunscoil McAuley Rice in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Safety Officer: John Moloney (Nominee of BOM)

Safety Officer: Damien Fogarty (Nominee of staff)

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

This policy was reviewed by the Board of Management on 12th November, 2024.

Signed by Chairperson: *William Gardiner* Date: *12/11/24*

Signed by Principal: *John Moloney* Date: *12/11/24*