

Board of Management Safety Policy, St John's National School, Breaffy

February 21st, 2017.

1.

The aim of the Board of Management is to provide a healthy and safe working environment. It recognises its obligations as an employer to manage and achieve as reasonable as it can the Safety, Health and Welfare of every pupil, teacher, employee and person who enters the school and its grounds as laid down in the Health, Safety & Welfare at Work Act 2005.

The Board of Management believes that each employee and pupil has a moral responsibility for maintaining Safety and Health and to behave in a manner which does not jeopardise his or her safety and that of others.

The school's Safety Statement is displayed in a prominent position in the front foyer of the school.

2.

School Accommodation

The school comprises of 16 classrooms each with an integral wet area and toilet facilities. The wet areas are floored with marmoleum. There is a sports hall with adjoining kitchen area with hatch, 6 LSRT rooms, staffroom cum kitchen, principal's office and administration area, storeroom, communications room, caretaker utility store, art supply store, a lift, disabled toilet and two additional toilets adjacent to the sports hall.

3.

Co-Operation of Staff

Staff are responsible for safety in their own areas. Children are supervised at all times with playtime supervision managed on a rota basis. This supervision is provided by school staff roster on display in staffroom.

Parents / legal guardians requesting to collect their children for appointments / lunch must furnish written permission to the class teacher. Refer also to attendance strategy.

Staff are advised to see that all the children have left the classroom after school and the last member to vacate the school should check that no child remains inside before locking up.

Responsibilities of Employees:

The following duties of employees are from section 9 of the Safety, Health and Welfare at Work Act 2005.

1. To take reasonable care for themselves and for others.
2. To co-operate with the employer in relation to statutory provisions.
3. To use protective clothing and equipment which is provided.
4. To report defects which might endanger safety, health or welfare.
5. Not to interfere with or misuse anything provided to secure the safety, health or welfare of persons arising out of work activities.
6. Not to engage in improper conduct or behaviour which would be likely to endanger his/her own health, safety and welfare at work or that of any other person.
7. To attend training seminars relevant to the implementation of this policy which may be organised by the Board of Management.

4.

Hazards

The following hazards (as many as can be identified) are considered to be a source of potential danger:

1. Main fuse box (under the stairs in new extension) and two boiler houses. (no combustible waste or oily rags to be left there)
2. Maintenance Store – Locked (all cleaning agents and toxic fluids to be kept out of children's reach)
3. Photocopiers
4. Electrical equipment – (each member of staff should check for loose wires and plug tops when using equipment)
5. Trailing leads.
6. Sockets
7. Kitchen
8. Manholes and guttering
9. PE store room – (this is to be securely stacked and positioned so as not to cause a hazard.
10. All medicines to be kept in a secure place in the staffroom and to be clearly and individually labelled as per administration of medicine policy.

Other potentially hazardous areas which were made safe : (include)

1. Outside lights were fitted making approach to the school safe at night for meetings etc.
2. An additional tarmac court has been provided as an extra safe play area.
3. Staff car park has been provided with a one way system.
4. Double yellow lines and marked bus area outside the gate provide a safer ascent and descent to those children travelling by bus.

5. In the event of frost/slippy surfaces a frost prevention product will be applied to the area from the school gate to the doorway and on the ramp from the car park to the door.

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Safe Systems at Work:

In order to minimise dangers to pupils and staff the following measures are adhered to:

- a. Children move from class to hall, yard etc in single file on the left hand side of the corridor.
- b. Children wear suitable clothing and footwear for Physical Education and games.
- c. No child is to run through any part of the school.
- d. No child is to stand on any school furniture.
- e. No child is allowed access to PE equipment during break times or before and after classes.
- f. No child is to handle any electrical appliance unless under the direction and supervision of a staff member.

Electrical Appliances:

All safety issues to be reported to Principal

6.

Health and Safety:

Staff and pupils alike must co-operate in maintaining a high standard of hygiene. To ensure a healthy environment certain procedures are in place.

- a. The caretaker fulfils a lengthy list of duties including the regular cleaning of ventilating of the school.
- b. All fabric towels are changed weekly or earlier is necessary and paper towels and hand soap are in good supply.
- c. Toilets are ventilated daily and toilet roll is always in good supply.
- d. Bins are always lined with heavy duty refuse sacks and are emptied weekly. Weekly refuse collections are organized.
- e. All recyclable materials are stored safely and neatly for collection of a regular basis.
- f. Children are encouraged to eat healthy lunches (no sweets, crisps or chocolate are allowed)
- g. All uneaten food is taken home to avoid attracting pests and unwanted smells.
- h. Empty milk cartons are washed and recycled.
- i. Children are encouraged to come to school neatly dressed in school uniform.

Fire Protection:

1. Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
2. All fire fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for Fire Equipment 20% of extinguishers will be discharged each year and relevant employees trained in the safe use of the equipment.
3. Exit signs are clearly displayed.
4. There is a Fire-Alarm System in place which comprises of a unit box in the main foyer and sensors in the lobby and corridors. Break glass units are installed as per building regulations.

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Evacuation:

An evacuation plan and fire drill procedure is in place and is practised at least once per term. Each member of the staff and each child is familiar with the evacuation procedure. A fire drill assembly point has been allocated to each class. On reaching their point the children stand in a straight line and the teacher call the roll. During evacuation/fire drill the teacher is the last to leave the classroom.

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First Aid:

There is a comprehensive first aid box available in the office. It is adequately stocked with:

- A supply of individually wrapped sterile adhesive dressings.
- Sterile wipes
- Disposable gloves
- Crepe and roller bandages
- Ice packs
- Cotton wool
- Scissors
- Disinfectant spray and lotion
- Wasp sting spray

10 . Administration of Medicine:

Nut / Egg allergies:

There are additional procedures in place regarding nut/egg allergies .

An emergency procedure is in place for implementation in the event of anaphylactic reaction. Staff receive training on emergency pens. Our recent training was in September 2017 for all staff. The healthy eating policy requests that the whole school community co-operates in making school safe for those children thereby not having any nut/egg based food on the school premises. ***Parents of the relevant class are informed but this is not and can not be interpreted as a guarantee to the pupil with the allergy.***

11.

Accidents and Emergencies:

All incidents no matter how trivial and whether to pupils, employees or members of the public are to be reported to the Principal. This is necessary to ensure safety standards are maintained and that proper medical attention is given. Should a child or other person need urgent medical attention besides that which can be provided in school all efforts are to be made to contact parent/guardians/ next of kin, or to get the patient to a doctor or hospital.

Child Protection incidents are reported directly to the DLP Mary Mc Nea or in her absence Mairead Murphy . Staff are advised not to administer any oral medication to any child unless a CPSMA recommended form of indemnity is signed by the parent. The Principal & Deputy Principal must be informed of all such incidences.

Each teacher has a list of the children in their class containing telephone numbers of where to reach parents or guardians.

An accident report book is retained in the office for recording all accidents.

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Welfare:

Members of staff, trainee teachers, pupils, all personnel and visitors to the school are reminded:

- a. They are not allowed to attend the school premises or carry out duties while under the influence of illicit drugs/ alcohol or any behaviour altering substances. (refer to Substance Use Policy)
- b. Smoking is prohibited in Primary Schools including school yard.

13. Safety Training:

Staff to be:

- a. Informed on how to handle fire equipment.
- b. Advised to familiarise themselves with hazards associated with materials such as chemicals, copier toner, solvents, detergents etc. and with the precautions to be taken in the event of splashes, spillages etc.
- c. Advised to make sure all corridors and fire-exits in their areas are kept free from obstruction at all times.
- d. Advised to take care that fire fighting equipment is not covered or blocked in any way.

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Safety Officer:

Principal George Moran –shall be responsible for overseeing the safety provisions on behalf of the school. They have the right: -

- a. To guide and advise on all health, safety and welfare matters.
- b. To observe that the school fulfils all statutory requirements in respect of the Factories Act 1955, Safety in Industry Act 1980 and the Safety, Health and Welfare at Work Act 2005.
- c. To ensure safety training and safety education are carried out.
- d. To regularly review hazards and revise school safety procedures and methods of operation.
- e. To ensure fire prevention and protection methods are provided.

The Safety Officer shall as far as practical determine causes of accidents and advise remedial action where appropriate. He will liaise with the safety representative John Fahey on the BOM.

Conclusion:

This Safety Policy was originally drawn up in 1998 and has been reviewed in consultation with the relevant partners based on the conditions and modifications made to the school. It has been most recently reviewed in March 2011 and April 2012. The Health & Safety Statement was reviewed and ratified by the Board of Management in March 2011 and has been prepared in accordance with the Safety, Health and Welfare at Work Act 2005.

Ratified By BOM on February 21st 2017.

Signed Tom Canavan Chairman

Date February 21st 2017 .

