

STATEMENT ON GENERAL POLICY

The Board of Management, Holy Family National School, Newport, Co. Mayo, recognises the importance of the legislation erected in the Safety, Health and Welfare Acts, 1989 and 2005.

This safety statement sets out the safety policy of the Board of Management, Holy Family National School, and the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact. This policy requires the co-operation of all employees. It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and optional changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible to minimise the recurrence of such accidents and ill-health.

Signed

Chairperson, Board of Management

Safety Statement

The Board of Management of Holy Family National School, Newport, Co. Mayo brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those involved 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, legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officer, 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 minimize the recurrence of such accidents and ill-health. The Board of Management of Holy Family National School, Newport, Co. Mayo, 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 and play,
- plant and machinery may be operated safely,
- 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 insofar 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 Holy Family National School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management of Holy Family National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Acts 1989 and 2005 are adhered to.

Consultation and Information

It is the policy of the Board of Management of Holy Family National School 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. 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 that 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 insofar as resources and circumstances allow.

Fire

It is the policy of the Board of Management of Holy Family National School 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 authorized 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 (responsibility of the Board of Management Safety Officer),
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (responsibility of Principal),
- (v) All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times within the building. Each teacher must ensure that the exit within his/her room is kept clear. The Principal will see that the P.E. hall and main door are free of obstruction,
- (vi) A plan of the school shows Assembly Points outside the school,
- (vii) Assembly areas are designated outside the school building, and the locations specified,
- (viii) Exits signs shall be clearly marked,
- (ix) All electrical equipment shall be kept unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classrooms, the Principal is responsible for his office and the secretary for hers. The staff room is every teacher's responsibility. The cleaner/caretaker is to check when cleaning,
- (x) The Principal shall be responsible for fire drills and evacuation procedures,
- (xi) 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. Trailing leads
3. Computers
4. Electric kettles
5. Guillotine
6. Projectors
7. Boiler house
8. Fuse board
9. Excess gravel on school yard
10. Protruding units and fittings
11. Flat roof of hall and flat roof of school
12. Icy surfaces on a cold day
13. Mats in hall
14. Windows opening out
15. Georges Street traffic hazard
16. Staff car parking

To minimize these dangers, the following safety/protective measures must be adhered to:

(a) Access to and operation of plant/equipment is restricted to qualified members of staff, whose job function is that of running, 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 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 manufacturer's instructions and recommendations.

(c) Where applicable, the Board of Management will ensure that members of 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) Pupils are not allowed to bring glass bottles/containers to school. Any broken glass will be removed immediately on discovery.

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

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

(j) All teachers will check that all PE equipment is safe and in good condition.

(k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings will be carried out by Board of Management Safety Officer and Principal.

(l) Wooden beams, benches, seats, etc, will be checked by to ensure they are free from splinters and generally sound, are stable and do not wobble when in use.

(m) Paving slabs and manholes will be checked for safety by Board of Management Safety Officer.

(n) Board of Management Safety Officer will check that roofs, guttering, drain pipes, etc, as far as can be seen, are sound and well-maintained.

- (o) Principal will check that all play areas are clean and safe before use.
- (p) Board of Management Safety Officer will check that outside lighting works and is sufficient.
- (q) Principal and Board of Management Safety Officer will check that all builder's materials, caretaker's maintenance equipment, etc, are stored securely.
- (r) Cleaners will ensure that the school is cleaned in accordance with the cleaning check-list, drawn up by the Special Duties Teacher appointed.
- (s) Refuse will be removed from school building each day and carefully stored outside by caretaker/cleaner.
- (t) Video display units located in the office or classroom should be fitted with a screen filter, where applicable. This is not necessary for LCD screens.
- (u) There will always be two adults to supervise a class going to the Church or to Mayo Teic via Georges Street. Our Board of Management is in contact with Mayo County Council officials to obtain the services of a school lollipop person for pupil safety on the way to and from school, and also to improve facilities for staff car parking.

Constant Hazards

It is the policy of the Board of Management of Holy Family National School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorized persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all electrical 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:

- (a) All safety guards which are a normal part of the appliance are in working order.
- (b) Power supply cables/leads are intact and free of cuts or abrasions
- (c) Leads of appliances are unplugged when not in use
- (d) Suitable undamaged fused plug tops are used and fitted with the correct fuse
- (e) Official guidelines issued by the Health and Safety Authority will be followed.

Chemicals

It is the policy of the Board of Management of Holy Family 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. This is the responsibility of the Secretary and caretaker, as appropriate.

Drugs and Medication

It is the policy of the Board of Management of Holy Family National School, that all drugs, medications, etc, be kept in a secure cabinet. (See school policy on the Administration of Medicines)

Welfare

To ensure the continued welfare of the staff and pupils, classroom toilets and coat trolleys 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 around the school 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 – this is the responsibility of the cleaners. Outside toilets for pupils' use during break-times are provided; the cleaners will maintain those in a hygienic state. The cleaners will sign a check-list of these duties daily; this will be overseen by the Special Duties Teacher appointed.

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 Holy Family National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted 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. Access to the yard will be limited in these conditions.

Smoking

It is the policy of the Board of Management of Holy Family National School that the school shall be a non-smoking area to avoid the hazard to staff and pupils of passive smoking.

Visual Display Units

It is the policy of the Board of Management of Holy Family National School Board of Management 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 Holy Family National School that all infectious diseases shall be notified to the Principal, and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimize 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

All serious incidents, whether to employees, 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. The secretary 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), antiseptic cream, ice packs, 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.

Collecting children

1. All parents/guardians/carers in the interests of safety, must obey all signs upon entering the school grounds.
2. Cars are advised to drive slowly on entering school grounds when dropping off and collecting children.
3. Those parking outside and inside the school grounds are advised to accompany children to and from the school building.

Code of Discipline

The code of discipline that is in practice in the school provides for a level of behaviour to minimize personal risk or stress to any employee.

Children with Special Needs

The Classroom Teacher and Special Needs Assistant (where applicable) will ensure that children with special needs are supported to learn and play in an environment that is safe for themselves, other children and staff. Staff concerns in this area should be immediately notified to the Principal who should take the appropriate action. Staff at all times should endeavour to balance the safety of the child with their social and educational needs, without taking unnecessary risks.

Fire Drill

Fire drill is held at least once every term.

Evacuation Procedure:

On hearing the alarm,

Pupils stand quietly by their desks;

Class teacher directs pupils in single file by nearest available exit door to designated point of assembly in front yard;

No talking, laughing, running, or overtaking is permitted;

Class teachers bring their roll books with them to point of assembly;

Anyone not actually in class when fire alarm rings should go directly to assembly point and join their class;

Immediately after classes have assembled, a roll call or count is taken by each teacher;

If any person is found to be missing, an immediate check must be made by staff;

No other person must leave assembly to recover clothing, books, etc. until permission has been given (a) in the case of a Fire Drill, by the Principal, (b) in the case of a fire, by the Fire Officer in charge;

Only if necessary to search for missing pupil(s) should anyone be permitted to re-enter the school building.

Policy on Tours and Educational Outings

The policy on Tours and Educational Outings will be made available to all teachers, bus operators and parents and will be utilised as policy on all school outings and tours.

Trained First Aid Personnel

It is the policy of Holy Family National School Board of Management that any employee who so wishes will be trained to apply First Aid to other employees or pupils, and that there will be an adequate supply of properly-equipped First Aid boxes available at all times to staff.

Safety in Science Activities

(cf. Teacher Guidelines, pages 27 & 58)

Policy statement in accordance with the Safety, Health and Welfare Acts 1989 and 2005.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of Holy Family National School in accordance with experience and the requirements of the Health and Safety Acts 1989 and 2005 and the Health and Safety Authority

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare at Work Acts 1989 and 2005.

Signed on behalf of the Board of Management :

Chairman : _____ Date :

Principal : _____ Date :

Safety Officer : _____ Date :

(nominee of BOM)

Safety Officer : _____ Date :

(nominee of staff)