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## **Health & Safety Policy**

The Board of Management of All Saints' National School recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005, Safety Health and Welfare at Work (General Applications) Regulations 2007 and The Education and Welfare Act 1998.

This safety statement sets out the Safety Policy of the Board of Management of All Saints' National School and outlines the means in which to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work 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 cooperation of all employees. It will be reviewed regularly in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out an inspection once a year.

Incident report forms are retained in the Principal's office for recording all serious accidents and incidents. This ensures that any safety measures required are put in place, wherever possible, to minimise the recurrence of such accidents and ill- health.

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005, Safety Health and Welfare at Work (General Applications) Regulations 2007 and The Education and Welfare Act 1998 are applied.

Specifically, the Board of Management wishes to ensure, in so far as is reasonably practicable that:

- 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 work
- The design, provision and maintenance of plant machinery and equipment
- 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
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees
- The preparation and revision of adequate plans to be followed in emergencies (e.g. fire drills, injuries, etc.)
- The continuing updating of the Safety Statement
- The provision of arrangements for consultation with employees on matters of health and safety
- The provision of arrangements for the selection from amongst its employees of a safety representative

The Board of Management of All Saints' 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 undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005, Safety Health and Welfare at Work (General Applications) Regulations 2007 and The Education and Welfare Act 1998 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 cooperate 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 Principal or staff safety officer without unreasonable delay, any defects in plant, equipment, place of 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 of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare, or persons arising out of work activities.

Employees will, if using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### **Consultation and Information**

It is the policy of the Board of Management of All Saints' National School to consult with staff in the preparation and completion of the Safety Statement, 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.

### **Hazards**

Staff are aware of the potential hazards in the workplace and liaise with the Principal regarding any hazards that arise. A safety check is carried out annually at the start of each year by the Deputy Principal and a member of the Board of Management. Some hazards can be rectified but others will remain constant. Hazards which cannot be rectified will be clearly indicted and appropriate procedures listed beside them, see below. The hazards have been divided into two categories.

#### **Constant hazards**

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

- Main fuse box

- Limited to only one evacuation route from the middle room
- Windows opening out at head level
- High windows - windows that are difficult to reach
- Kitchen - kettle
- Photocopier - toner
- Computers and laptops
- Trailing leads
- Entrance steps
- Drains in yard
- Power points
- Stairs
- Step in cloakroom/ toilet area
- Sloping yard
- School entrance adjacent to main road
- The barrier outside the main gate (does not run the length of the path)
- Outdoor bins
- Ladders
- Guillotines
- First aid supplies
- Storage heaters
- Railings in the yard
- Mats in hall (when out of position and worn down – slip hazard)
- Protruding units such as coat hooks in children’s cloak room
- Front door – security (now fitted with electric door lock controls)
- Gate- security - when children are out at break and lunch time / PE (use lock on gate at these times)

**Other intermittent hazards**

- Ice in yard / steps on a cold day
- Changes in the condition of school buildings i.e. loose roof slates, leaks, failure of electrical fittings etc.
- Flooding in yard – blocked drain
- Slippery floor surfaces – water from sinks in toilets, sink areas in classrooms, when floors are being mopped

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

- a. Access to and operation of plant/ equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring particular items of plant in the course of their normal duties
- b. In addition all such plant and machinery is used in strict accordance with the manufacturer’s instructions and recommendations
- c. Where applicable, members of staff have been instructed in the correct use of plant, machinery and equipment
- d. All machinery and electrical equipment is 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. Check that floors are clean, even, non-slip and splinter-proof
- i. Check that PE equipment is stacked securely and is positioned so as not to cause a hazard
- j. Check that 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 Officer)
- l. Check that outdoor benches and handrail etc. are free from splinters and are generally sound.
- m. Check that there are no uneven/broken/cracked paving slabs.
- n. Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained
- o. Check that manholes are safe.
- p. Check that all play areas, especially sand pits, are kept clean and free from glass before use (Junior Room Teacher)
- q. Check that outside lighting works and is sufficient
- r. Check that all builder's materials, maintenance equipment, external stores etc. are stored securely
- s. Check that refuse is removed from the building each day and is carefully stored outside

## **Other Specific hazards**

### **Fire**

It is the policy of the Board of Management of All Saints' National School that:

- There is an adequate supply of fire extinguishers and fire blankets which will deal with any type of fire
- All fire equipment is identified and regularly serviced
- Regular fire drills take place at least once a term (Staff 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 his/her classroom must ensure it is kept clear.
- Instruction is given to staff in the use of fire extinguishers
- Fire alarms are clearly marked
- An assembly area is designated outside school grounds (beside veterinary clinic)
- A plan of the school shows assembly points outside the school
- All recommendations made by a fire officer will be implemented
- Fire alarms will be serviced and tested quarterly by the alarm company
- 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, is responsible for their offices

### **Chemicals**

It is the policy of the Board of Management of All Saints' 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.

### **Drugs and Medication**

It is the policy of the Board of Management of All Saints' 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.

## **Highly polished or wet floors**

It is the policy of the Board of Management of All Saints' 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. 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.

## **Code of Behaviour**

The code of behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

## **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 and abrasions
- Suitable undamaged fused plug tops are used and fitted with the current fuse

## **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A kitchenette, separate from the work area, is provided for staff, where food and drinks may be prepared, heated and refrigerated. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved and maintained at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels, 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.

## **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.

## **Smoking**

Smoking is not permitted by any person in the school building or grounds.

## **First Aid**

It is the policy of the Board of Management of All Saints' N.S. that a member of staff shall be trained to provide first aid to staff and pupils.

(1) Notices are posted in the school 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 Principal / Staff Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. A system for recording accidents and incidents is to be in place in the school. Reports must be produced by the staff member involved in the given incident. This record system is to be overseen by the Principal and Staff Safety Officer.

There are four first aid boxes in the school - one located in each classroom and one in the foyer. Each class teacher (their own classroom) and learning support teacher (first aid box in the hallway) will ensure their first aid box is fully stocked at all times, containing:

- Plasters
- Antiseptic wipes
- Disposable gloves
- Ice-packs (freezer in kitchenette)
- Instant ice packs (for use when away from the school – stored in the first aid supply cupboard)
- Eye lotion (e.g.) Optrex (in the first aid supply cupboard in the office only)
- Anti-histamine for stings (in the first aid supply cupboard in the office only)
- First aid record book (in foyer first aid box only)

Disposable gloves must be used at all times when administering first aid.

## **Access to the 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/her nominated agent and shall mark such hazard with warning signs or other suitable protection.

## **Collecting Children**

- 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 All Saints' N.S. in accordance with experience and the requirements of relevant legislation.

***Signed on behalf of the Board of Management:***

Chairman:	_____	Date: _____
Principal:	_____	Date: _____
Staff Safety Officer:	_____	Date: _____
BOM Safety Officer:	_____	Date: _____

This policy statement is in accordance with The Safety, Health and Welfare at Work Act, 2005, Safety Health and Welfare at Work (General Applications) Regulations 2007 and The Education and Welfare Act 1998.

**Members of the Board of Management:**

Chairman:

- Rev. Ian Gallagher

Other Board Members:

- Andrea Black
- June Bow
- Robert Lambert
- Clare MacManus
- Joanne McFadden
- Catherine Orr
- Tim O’Sullivan

**Staff Safety Officer:** Carol Bedell

**BOM Safety Officer:** Tim O’Sullivan

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with The Safety, Health and Welfare at Work Act, 2005, Safety Health and Welfare at Work (General Applications) Regulations 2007 and The Education and Welfare Act 1998.



## **Health and Safety Inspection Guide**

### **Circulation Areas**

#### **Passages**

Check that:

- Floor surfaces are even and are not slippery
- Litter or rubbish has not been allowed to accumulate
- Mats etc. are not positioned in such a way as to be tripping hazards
- There are no areas of loose, flaking or damaged paint, plaster or plasterboard
- Floors, corridors, the landing area at the top of the stairs and access routes are kept clear of excess furniture or obstacles
- Exit routes are kept clear of obstruction

#### **Doors and Windows**

Check that:

- Doors are unobstructed
- Doors with glass windows have toughened or laminated glass
- Doors with a fire resistance requirement have wire reinforced glass
- There are no doors with-
  - Loose or broken hinges
  - Damaged or sticking catches
  - Broken wood panels or glass panels
  - Loose or stiff handles
- Doors are not allowed to swing freely without restraint
- Windows are not broken or cracked
- Windows open easily without undue force being applied
- Windows do not jut out dangerously when open
- Windows are cleaned regularly
- Windows can be easily opened to allow for adequate ventilation
- Windows do not have broken fastenings or cords
- Window poles or step ladders are available to open windows at a height

#### **Heating and Ventilation**

Check that:

- The heating system is regularly serviced and maintained in good order
- The heating system is adequate
- Where there are large areas of glass facing direct sunlight, there is provision for shading (eg. blinds)

- The area around storage heaters is kept clear (fire hazard)
- Storage heaters are set to a temperature that is not too hot to touch

## **Furniture**

Check for:

- Any broken or damaged furniture. All damaged items must be removed from service until repaired or replaced

## **Fire Safety**

Check that:

- Fire alarm is checked and tested quarterly by the alarm company
- The fire exits and escape routes are clear from obstructions
- Staff and children are familiar with evacuation procedures
- Staff are familiar with and have been adequately trained in the procedure to be followed when using firefighting equipment
- There have been practice evacuations/ fire drills held every term
- Fire doors open outwards and are not held or wedged open
- Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions and serviced annually
- The firefighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officer's recommendations
- Flammable substances (e.g. cleaning fluids, photocopying chemicals etc.) are stored correctly, away from any sources of heat
- All fire doors are marked with the safety sign '*fire door, keep closed*'
- All fire doors automatically fully self-close

## **Electrical Equipment**

### ***General***

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- There are no signs of cuts, frays, kinks or coils on cables
- There are no loose parts, missing screws or broken switches on electrical items
- Defective electrical items are clearly identified and labelled '*out of use*' and stored separately to prevent accidental use
- Equipment is correctly wired and earthed
- Plugs are correctly wired
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug)
- The mains supply is still capable of meeting the maximum demand
- The distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out
- The isolating switches are marked, well- sited and accessible

## ***Fuse Box***

Check that:

- The fuse box is kept locked

## ***Plugs/ Sockets/ Leads***

Visually check that:

- Plugs are in good condition with no cracks or pieces missing
- Sockets are in good condition with no cracks or pieces missing
- Socket screws and mountings are secure
- Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp
- Indicator lights on sockets function correctly
- Insulation on leads is not cracked or frayed
- Leads are without knots or joints and are reasonably free of 'kinks'
- Leads are the correct length for the equipment being used
- There are no trailing leads
- Multi- point adaptors are being used only when necessary
- Leads and flexible cable are securely fixed at both equipment and plug ends

## **Equipment**

Check that:

- Fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly
- Copies of manufacturers' instructions/ operating manuals are easily accessible
- Equipment is only being used for purposes for which it was intended
- Where appropriate, all electrical equipment is switched off and unplugged when not in use
- On/off indicator lights function correctly
- Equipment incorporating heating has a thermal safety cut- out, in addition to a thermostat
- Equipment containing liquid has a leakage detector
- All items of electrical equipment are properly and regularly cleaned/ maintained and serviced as necessary

## ***Lighting***

Visually check that:

- All light fittings are working and are kept in a clean condition
- Light switches are not broken and appear to be in a safe condition
- The lighting is adequate for the type of work being undertaken as specified in Circular 24/2

## **First Aid**

Check that:

- First aid boxes are readily available and fully stocked

- A first aid incident book is readily available and kept up to date
- Medication (e.g. inhalers) are stored safely whilst remaining accessible to owners during school hours. These are then locked away after school.

### **Art & Stationery Facilities**

Check that:

- Guillotines are fitted with an approved safety guard which can be locked
- All foam materials are stored away from heat sources
- Materials and partly finished work are stored safely
- Adhesives and tippex are stored in a locked press when not in use
- Photocopier toner and colour printer ink/ toner is stored in a locked press until required for use

## **Non- Teaching Areas**

### **Kitchen Areas**

Check that:

- The kitchen area is kept clean
- The kitchen floors are sound and non- slip, especially when wet
- Firefighting equipment is available in the kitchen area
- Equipment is adequately guarded
- Working surfaces are in good condition and are impermeable
- Fridges and freezers are operating within safety temperature ranges and are only used for the storage of food
- There is a sink with hot water, soap and disposable towels for washing hands prior to handling foods
- All cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check

### **Staff Facilities**

Check that:

- The staffroom is clean, warm and well lit
- There are adequate cloakroom facilities and storage facilities for personal belongings, books etc.
- There is provision for lunch and tea and coffee to be made
- Staff sanitary facilities are suitable, sufficient and properly cleaned

### **Children's Cloak Room**

Check that:

- Storage for children's belongings is adequate – enough hooks for children's coats

## **Children's Toilets**

Check that:

- There are no cracked floor or wall tiles
- The toilets and hand basins are in good condition
- An extraction system is in operation / windows can be opened

## **Hygiene**

Check that the following are available:

- Soap
- Warm water
- Hand drying facilities
- Toilet paper
- Litter bin
- Provision for disposal of sanitary waste
- Safe, suitable, sufficient and properly cleaned sanitary facilities

## **Cleaning**

Check that:

- A physical barrier (warning sign) is used when the floors are being mopped (wet)
- All cleaning products used by the cleaner are labelled and safety stored
- The storage cupboard containing cleaning products and equipment is kept locked

## **Outside Areas**

Check that:

- There are no uneven/ broken/ cracked paving slabs in yard or fire assembly area
- Outside steps are secure
- The railings are not damaged
- Roofs, guttering, drain pipes etc. are, as far as can be seen, sound and well maintained
- All play areas are kept clean and free from glass
- All builder's materials, caretakers' maintenance equipment etc. are kept securely
- All drains re clear outside (overflow – slip hazard)
- Grit / salt available for walkways prone to ice
- Benches are not damaged – free of splinters

## Health and Safety Audit

**Date:**

**Completed by:**

Hazard	Location	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed