**Ballycar National School**

**Ballycar N.S. Newmarket-On-Fergus, Co.Clare**

**Safety Statement**

***Board of Management Safety Officer: Paul Flood***

***Staff Safety Officer: Mary Warren***

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, 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.

The Board of Management of Ballycar National School 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.
* Plant and Machinery (ride-on lawn mower) may be opened safely in so far as is possible.
* 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.
* 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 Ballycar 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 Ballycar NS undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

**Duties of Employees**

It is the duty of every employee while at work:

1. 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.
2. 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.
3. 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.
4. 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 1989).

**Consultation and Information**

It is the policy of the Board of Management of Ballycar NS 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 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.

**Roof**

Roof at new extension is DANGEROUS. NOBODY IS TO WALK ON THE ROOF UNTIL IT IS MADE SAFE.

**Fire**

*Risk: smoke inhalation, burns, death*

It is the policy of the Board of Management of Ballycar NS that:

1. 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.
2. Mary Warren(principal) will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer and Staff Safety)
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
5. 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. Back door and main door – Principal and Deputy Principal will see they are free of obstruction.
6. A plan of the school shows assembly points outside the school.
7. An Assembly area is designated outside the building, and the location is specified.
8. Exit signs shall be clearly marked.
9. 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 the office. Staff room is every teacher’s responsibility. Cleaner to check when cleaning.
10. The furniture in classrooms is laid out so as not to obstruct escape routes.
11. Mary Warren shall be responsible for fire drills and evacuation procedures.
12. Mary Warren will keep a record of tests, drills and maintenance (see Health and Safety General File)
13. Mary Warren will seek advice from CPSMA re. fire training for staff.
14. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
15. The manholes at the oil tank were a trip hazard and Works are completed to ensure that they are level.

**Constant Fire Hazards**

Machinery: Lawnmower

Kitchen equipment: kettle, toaster, microwave, fridge

Electrical appliances: computers, printers, projectors, television, cd players etc.

Boiler House

Caretaker’s Shed, Cleaner’s Cubbie

* It is the policy of the Board of Management of Ballycar NS 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.
* The boiler house must be checked at least every 14 months by qualified personnel.
* The kitchen equipment must be checked by the cleaner each week.
* The lawnmower must be checked by the caretaker before each use.
* Electrical appliances must be checked by a teacher before use.
* All kitchen equipment and electrical equipment is to be checked each year (August) by a qualified electrical.
* The Caretaker’s Shed, the Cleaner’s Cubbie must be kept clean and clutter free. Access is allowed only to teachers by the principal or deputy principal. Pupils are not allowed access to these sheds. Flammable substances (e.g. petrol, paint and white spirits) are to be kept to a minimum.
* The boiler house is to be kept free from flammable and combustible materials.
* Waste is stored in the large bins at the sheltered area at the side of the school (old section). Children are not allowed to play in this area at lunch times.

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.

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| **Hazard** | **Risk** |
| 1. Wet corridors
 | Falling/slipping, bruising, fractured/broken limbs, head injury |
| 1. Oil tank
 | Fire |
| 1. Trailing leads
 | Tripping, falling, bruising, fractured/broken limbs, head injury |
| 1. Computers, Television
 | Electrical Fire,Eye strainBack strain |
| 1. Projectors
 | Electrical Fire |
| 1. Fuse Board
 | Fire  |
| 1. Electric kettles
 | Fire |
| 1. Boiler house
 | Fire |
| 1. Excess Gravel on school yard
 | Falling, Gravel in eyes. |
| 1. Protruding units and fittings
 | Trips, eye or head injury. |
| 1. Lawnmower (\*Push-mower stored on school premises – operated by PA volunteers)
 | OverturningAmputationPetrol Fire |
| 1. Manhole and drains in yard
 | Tripping, bruising, fractured/broken limbs, head injury |
| 1. Garden stores/sheds
 | PoisonFireCutsBurns |
| 1. Icy surfaces on a cold day
 | Slipping/Falling, bruising, fractured/broken limbs, head injury |
| 1. Mats in hall
 | Tripping, bruising, fractured/broken limbs, head injury |
| 1. Windows opening out
 | Cuts, bruises,Sharp edges – eye or head injury |
| 1. Glass
 | Cuts, infections. |
| 1. PE storecubbie
 | Danger of injury from falling objects. |
| 1. Paving slabs in picnic garden
 | Tripping, falling, bruises, fractured/broken limbs. |
| 1. Basketball hoops
 | Rust –poisonTorn nets – head injury |
| 1. Lighting for pathways and carpark
 | Tripping, bruising, fractured/broken limbs, head injury |
| 1. Builders/caretakers/cleaning materials and equipment
 | Tripping, bruising, fractured/broken limbs, head injury, poison, burns, fire |
| 1. Waste and bins
 | Infestation, germs and illness |
| **Controls:**To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):1. Precautionary notices, in respect of safety matters are displayed at relevant points.
2. Access to and operation of plant/equipment (i.e. Lawnmower, boiler, fuse board, cleaning liquids, kettle, television, photocopier, projector) is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular equipment 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 schools Safety Statement and shall adhere to its provisions.
3. In addition all such plant/machinery/equipment is to be used in strict accordance with the manufacturer’s instructions and recommendations.
4. 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.
5. All machinery and electrical equipment are fitted with adequate safeguards.
6. Board of Management and teachers will check that floors and yard are clean, even, non-slip and splinter-proof.
7. Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
8. Check that all PE and other mats are in good condition.
9. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
10. Check that rackets, benches, tables, stools etc. are free from splinters and generally sound. Principal and Deputy.
11. Check that there are no uneven/broken/cracked paving slabs. Board of Management Safety Officer.
12. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
13. Teachers check that manholes are safe.
14. Pupils are not allowed to use glass bottles. In the case of glass being found on the school grounds e.g. car park or yard, remove broken glass immediately.

Check that all play areas, especially picnic garden, are kept clean and free from glass before use.1. Check that outside lighting works and is sufficient. Board of Management.
2. Check that all builder’s materials, caretakers’ maintenance equipment, external stores etc are stored securely. Deputy Principal and Board of Management Safety Officer.
3. Check that refuse is removed from building on Tuesdays, Thursdays and Fridays and is carefully stored outside. Cleaner.
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**Maintenance Procedures and Working at Height**

*Includes checking gutters, roofing, painting and decorating, building works etc.*

*Risk: falling, tripping, bruising, head injuries, broken limbs, fatalities*

For maintenance and building work, the Board of Management will appoint a competent project supervisor. The Project Supervisor will ensure:

* 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 schools Safety Statement and shall adhere to its provisions. The Receipt of Statement form must be signed before any work commences.
* Carry out risk assessments for work at height activities and make sure that all work is Planned, Organised and carried out by a competent person.
* Follow the  General Principles of Prevention for managing risks from work at height – take steps to avoid, prevent or reduce risks
* Choose the right work equipment and select collective measures to prevent falls (such as guard rails and working platforms) **Mobile Towers must be used for working at a height. Ladders are not permitted for working at a height e.g. painting walls.**
* Equipment used for work at height is properly inspected and maintained
* Precautionary notices, in respect of safety matters are displayed at relevant points.
* All builder’s materials, caretakers’ maintenance equipment, external stores etc are stored securely.

**Electrical Appliances**

*Electrical appliances: computers, printers, projectors, television, cd players, portable heaters etc.*

*Risk: Electric shock, electric burn, fire and fatalities*

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.
* Portable heaters must be positioned away from covers and obstructions, with adequate ventilation.

The mains electrical system is checked every year by a competent person.

**Chemicals**

*Photocopier toner, detergents, paint, white spirits, petrol.*

*Risk: irritation to skin or eyes, poisoning, chemical burns, explosions, fires, fatalities*

It is the policy of the Board of Management of Ballycar National School that all chemicals, photocopier toner, detergents, bleach, paint white spirits, petrol 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**

*Risk: poisoning, fatalities*

It is the policy of the Board of Management of Ballycar NS that no drugs, medications, etc be kept in the school. Should a child require medicine during school, the parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication. Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. Drugs or medication must be stored in the school 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. See Medication Policy.

**Trip Hazards**

*Risk: tripping/falling, bruises, broken limbs, head injuries, fatalities*

All corridors must be kept clear of clutter, obstructions, trailing leads etc. School bags must be kept under tables. Chairs must be tucked in. Lunchboxes, folders, and jumpers must be stored in school bags. Coats, hats and scarves must be hung up on appropriate pegs in the corridor. Everyone must walk in the corridor. Children will play in designated areas of the playground to avoid tripping over one another.

**Welfare:**

**Toilets, Lunchbreaks, Waste, Hygiene, Illness.**

*Risks : germs, infections and illness*

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom 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. There are three bins for waste disposal – household, recycling and compost. Hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

1. 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.
2. 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**

*Risk: tripping/falling, bruises, broken limbs, head injuries, fatalities*

It is the policy of the Board of Management of Ballycar NS 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. Cones will be placed to draw attention to slippery areas. If there is a lot of frost or ice, children will stay inside during breaktimes. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

**Smoking**

*Risk: asthma, breathing difficulties, eye and throat irritation, COPD (Chronic Obstructive Pulmonary Disorder), cancer, fire.*

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

**Broken Glass**

*Risk: cuts, infections*

The Board of Management shall minimise the danger arising from broken glass. Children are not allowed to bring glass bottles to school. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

**Visual Display Units**

*Risk: Eye strain, headaches, repetitive strain injury (typing), backache*

It is the policy of the Board of Management of Ballycar NS 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. A copy of these guidelines will be distributed to each member of staff, and stored beside all VDUs. Any up-to-date information regarding hazards relating to the use of VDU’s will be studied and recommendations and directives implemented.

**Infectious Diseases**

*Risk: infection, death*

It is the policy of the Board of Management of Ballycar NS 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.

**Car Park and Collecting Children**

*Risk: kidnapping, broken limbs, head injuries, fatalities*

1. Children are taught the dangers of the car park in September.
2. All parent/guardians/carers are informed of collection/drop-off procedure at the Infants Day.
3. Notes are sent to parents after Midterm Breaks, Christmas and Easter Holidays to remind them of carpark safety procedures.
4. In the interest of safety, parents/guardians/cares must obey all signs at the school grounds.
5. Cars are advised to drive slowly when approaching school grounds when collecting/dropping-off children.
6. In the morning, parents/guardians/carers are advised to accompany children to and from the school premises, dropping children at **the MAIN GATE as opposed to the CAR PARK GATE.**
7. Staff must park in designated parking spaces.
8. **Parents and Guardians are advised to avoid the staff car park area, which can be overcrowded and dangerous. A child could cross the car park to a parent, and there is a risk that the child may not be visible to drivers in the carpark area**.
9. The Junior and Senior Infant children are brought outside to the playground at 1.40pm by the class teacher. **The children are handed over to their parent/guardian/carer by the teacher at the MAIN GATE.**
10. Children **are not allowed to run/play in the playground or carpark** when being collected. All children are taught safety rules, and should these rules be broken, they will lose Golden Time. **Once the child is handed over to their parent/guardian, the parent/guardian assumes full responsibility.** If a parent does not supervise their child or collect their junior child from the yard, they will be asked to meet with the teacher to discuss this issue. This meeting will be recorded and kept on file in the office. If the issue continues to arise, a letter will be sent to the parent from the Board of Management.
11. **Children are not permitted to walk on walls at anytime.**
12. If a parent/guardian wishes for their child to be collected by another person, they must contact the class teacher via telephone or letter to inform her of the alternative arrangement.
13. The children in 1st-6th class are advised to **walk** out to the car park by their teacher at 2.40p.m. They are advised to **wait at the gate** until they are collected by their parent/guardian.
14. The school building and pathway to staff car park must be adequately lit.
15. If a P.E. lesson is taking place outside, please note that **parents are not permitted to enter the playground or stand in the grass areas.**

**First Aid**

All teachers are trained to provide First Aid to staff and pupils.

1. A CRITICAL INCIDENT PLAN is on the desk in the office, containing all emergency contact information. Each teacher has a copy of the plan in their classroom.
2. Notices are posted in **office** and at **first aid point (STAFF ROOM)**detailing:
* procedure of calling ambulances etc….,
* telephone numbers of local Doctor, Gardaí, Hospital.
* location of first aid boxes (Stored under photocopier, each teacher has a supply of plasters for paper cuts and small abrasions)
* Critical Incident Team
* Critical Incident Plan
1. There are two forms that are kept at the First Aid Station;

 Accident report: (*serious accidents and injuries)*

 Toilet Accident: *(to notify parents and record toileting accidents)*

1. In addition, there is a Yard Incident Book that staff can record any major incidents
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 Mary Warren. In her absence, the incident must be reported to Cian Dillon. 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 Mary Warren.
3. Tracy Hickey and Mary Warren 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
* triangular bandages
* safety pins
* large and small bandages
* Anti-histamine for Stings, etc.
* Tape
* Disinfectant (e.g.) Savlon
* Eye lotion (e.g.) Optrex
* Cotton Bandage
* Antiseptic Wipes
* Scissors
* First Aid Booklet

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

**Access To School**

The school is fitted with an intercom system so that anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary before gaining admittance. All visitors/salespersons etc. must make an appointment prior to their visit.

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.

**School Tours and Outings**

A School Tour Policy will be formulated and distributed to each member of staff. Outings will only take place after the Principal has authorised it. The principal will be present on all school tours, and the tour will be supervised by adequate numbers of teachers/Board of Management members. See School Tours Policy.

**Emergency Plan**

A Critical Incidents Plan has been formulated and distributed to each staff member. A copy of this plan is also on display in the staff room and office. Pupils and staff have been informed about what to do in the event of an emergency.

**Revision Of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of Ballycar NS 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:

Chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Safety Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_Nominee of BOM

Safety Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_Nominee of staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

**Members of the Board of Management:**

Chairman: Martin McInerney

Board Members:

Mary Warren

Cian Dillon

Angela O Neill

Paul Flood

Carmel Casey

Pat O Brien

Sandra McCarthy

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