

Health and Safety Statement of Bishop O'Brien National School

Aims

In drafting this policy, the Board of Management hopes to achieve the following with this statement:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
- to ensure understanding of the school's duty of care towards pupils.
- to protect the school community from workplace accidents and ill health at work.
- to outline procedures and practices in place to ensure safe systems of work.

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 cooperation 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 Officer and Staff Safety Officer and a report made to staff and Board of Management. 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 Bishop O'Brien National School wishes to ensure that as far as is reasonably practicable;

- 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.

(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.

- (e) To report to the Safety Officer- Vicki O'Sullivan (staff safety officer), Principal and B.O.M. safety officer (role to be allocated) who will 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.
- (f) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.

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 and 2005).

Consultation and Information

It is the policy of the Board of Management of Bishop O'Brien 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

A safety audit will be carried out at the beginning of each school year. See the audit for the current school year attached to this plan.

Those hazards which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate control measures will be listed beside them. All hazards shall be eliminated insofar as resources and circumstances allow.

- Worn surface on Infant yard
- Manholes on the front yard on wet days
- Staff room kettle and hot water in small kitchen area
- Running indoors
- Children being dropped off/ picked up from school (potential traffic hazard)
- Accidents on yard
- Goal posts/ basketball hoops in yard
- Oil tank (fire hazard)
- Trailing leads
- Computers (fire hazard and chargers are a potential tripping hazard)
- Protruding units and fittings
- External stores (boiler and storage of paints etc)
- Icy surfaces on a cold day
- Spillages slips and trips

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee on page 2 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, 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 schools 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 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) Use of glass bottles is not allowed by pupils in the yard.
- (f) Class teachers will ensure that PE equipment is stacked securely and positioned so as not to cause a hazard.

- 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 Bishop O'Brien National School that all chemicals, etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a secure area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs and Medication

Please refer to the Administration of Medication policy.

Welfare

Bullying in the work place

The Board of Management of Bishop O'Brien N.S. acknowledge the need for a Dignity in the Workplace/ Adult Anti-Bullying Policy. The school has an Anti-Bullying Policy for children which is in-line with Department of Education and Skills procedures. As an interim measure with regard to the Adult Anti-Bullying Policy, all staff and Board of Management have signed into the *Dignity in the Work Place Charter* which outlines the commitment of staff and Board of Management towards working together in maintaining a workplace which encourages and supports the right to dignity at work. The Staff Safety Officer will ensure that this charter is signed on an annual basis and displayed in the staffroom and on the entrance door. The principal will ensure that the Board of Management sign the Dignity at Work Charter each September. The charter is attached as an appendix to this policy. Bullying is tackled regularly within the curriculum through S.P.H.E. and the Stay Safe Programme.

A Staff Room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must cooperate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available.

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 person responsible for the hazard identified in the Health and Safety 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 Staff Safety Officer. A standardised form is used on Google forms and stored on the School Drive. A hard copy may be filled out where necessary and then transferred to the Drive.

The first aid officer, Suzanne Ellis, in the school will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Adhesive hypoallergenic plasters
- Antiseptic Wipes
- Scissors
- Bandages
- Tape
- Antihistamine for Stings, etc. (Suzanne will check if this is allowed/ or necessary)
- Spray for First Aid treatment of burns
- Disinfectant wipes and sterile water
- First Aid Book- located with kit

The Board of Management will ensure that the First Aid Officer is trained in the delivery of first aid and that the training is updated as required. The First Aid Officer will advise staff on the treatment of minor injuries.

Plasters are applied only if required and all plasters purchased are hypo-allergenic. If a child suffers a head injury parents are always notified.

Visual Display Units

It is the policy of the Board of Management of Bishop O'Brien National School 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

Success Criteria

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

Roles and Responsibilities

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as when identified.
- The Safety Officer, Vicki O'Sullivan, liaises with the Board of Management Safety Officer prior to board meetings and assists in the compilation of a risk assessment annually.
- Each member of staff has responsibilities as outlined in this statement. All staff should use their own initiative in relation to safety issues in keeping with the overall provisions of this policy.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Bishop O'Brien National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Ratified and signed on behalf of the Board of Management on 16th September 2021



16/9/21

Chairperson: Helen Arnold



Principal: Joanne O'Brien Kennelly

Accidents on yard				X	First aid box	Working well
Traffic at the beginning and the end of the school day				X	All children must be collected at the gate Bus children escorted to the bus	Working well
Unauthorised access during the school day				X	All visitors have request access at the front door to gain access to school and must report to office	Working well
Unauthorised access after a school day when a school is at risk				X	Alarm system	Working well
Fire alarm				X	Fire alarm system and emergency lighting	One fire drill per term Yearly service contract
Playgrounds	X				Ensure supervision rota in place	Rota in place
Rough Surface on Infant Playground				X	Supervision at break time	Needs to be monitored carefully on an ongoing basis
Over use of extension leads		X			Some trailing leads	Cable ties to be purchased
P.E. activities inside and outside	X				Ensure suitable footwear is worn and equipment is in good working order	Working well

Assaults on pupils by other pupils	X			Refer to the Code of Behaviour and powers of suspension and expulsion	No such incidents to date
Bullying / threatening behaviour towards members of staff by pupils	X			Refer to Code of Behaviour	No such incidents to date
Threatening behaviour towards pupils by other pupils	X			Refer to Code of Behaviour	Working well

Helen Gifford
16/9/21

Joanne O'Brien Kennedy
16/9/21