

St. Cronan`s Junior National School

Safety, Health and Welfare Policy.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of St Cronan’s JNS to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all the staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carries out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

1. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare Act 2005 and other relevant legislation, standards and codes of practice;
2. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
5. consult with staff on matters related to safety, health and welfare at work;
6. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.



Signed:

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Chairperson, Board of Management

Date: 24/11/2020

Safety Statement

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 periodically or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out periodically 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.

A Safety Committee has been established to monitor the implementation of the Health and Safety policies of St Cronan’s JNS and the requirements under the Safety, Health and Welfare at Work Act, 2005.

A COVID-19 committee has been established to monitor and report issues relating to hygiene and health and safety practices regarding COVID-19.

The Board of Management of St Cronan’s JNS 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 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 revised by the Board of Management as necessity arises, and shall be re-examined by the Board periodically.
* 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 St Cronan’s JNS 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 St Cronan’s JNS 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 other wise, 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 St Cronan’s JNS to consult with staff in preparation and completion of hazard control forms, to direct all present and future staff to the safety statement on the school server, 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.

**COVID-19**

COVID-19 committee established (see above)

Hygiene:

Additional cleaning regime implemented

Classroom materials and manipulatives cleaned regulary

Portable Hand sanitizer stations outside every classroom door

No sharing of equipment between classes

Safe hand washing techniques taught and practiced

Regular hand washing/hand sanitising by staff/students throughout the day

Distancing:

2 metre distance maintained between staff where possible

2 metre distance maintained between classes (except outdoors)

Classes organised in ‘bubbles’, no mixing of bubbles.

Staffroom capacity 11

No access to school for parents except by appointment

Children attending yard with own stream only

Supervision rota adapted to minimise interaction between staff/children

## Fire

It is the policy of the Board of Management of St Cronan’s JNS 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. Fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked.
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
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 has an exit in her classroom must ensure it is kept clear. P.E. hall exit doors and main doors should be kept clear.
6. A plan of the school on each corridor shows assembly points outside the school.
7. Assembly areas are designated outside each building, grass area in front of new building at signs marked Assembly Areas, and back of school yard.
8. Exit signs shall be clearly marked.
9. All electrical equipment shall be left switched off 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. Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
11. Principal and Safety Officer shall be responsible for fire drills and evacuation procedures.
12. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

**Fire Evacuation:**

Action to be taken by a teacher upon hearing the fire alarm-

* Evacuate class group with class list of pupils via nearest emergency exit (see fire evacuation plan for your location. Appendix 1)
* Close all doors and windows behind you.
* Assemble class in orderly manner at designated Assembly Area according to the Evacuation Plan. Call roll.
* If any person is missing an immediate search will be carried out under direction of the principal or fire safety professional.
* Do not allow anyone to re-enter the premises until the all clear is given by the principal or deputy principal.

Action taken by staff when a fire is detected-

* Raise the alarm by breaking the nearest break glass unit.
* Evacuate your class group as above.
* Contact the principal, deputy principal or safety officer as soon as possible.

The school fire alarm automatically activates a call to the fire brigade. The Principal or deputy principal meet with them and provide assistance to them upon their arrival.

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 floors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Printers, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Protruding units and fittings
13. Flat roof of hall and flat roof of school
14. External store to be kept locked
15. Lawnmower
16. Garden stores
17. Meadow (hazardous areas to be cordoned off)
18. Icy surfaces on a cold day
19. Mats in hall
20. PE equipment
21. Sensory room equipment
22. Exercise room equipment
23. Windows opening out
24. Broken fixtures and fittings, such as door handles, window latches/handles, saddleboards, glass etc.
25. Hot drinks in hallways and classrooms.
26. Hand sanitiser
27. Cleaning materials

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

1. 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.
2. In addition all such plant and machinery is to be used in strict accordance with the manufacturer’s instructions and recommendations.
3. 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.
4. All machinery and electrical equipment are fitted with adequate safeguards.
5. Precautionary notices, in respect of safety matters are displayed at relevant points.
6. Ladders must not be used for heavy work, must be set out on a stable base, secured before use and all safety standards adhered to.
7. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
8. Check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
9. Check that all PE and other mats are in good condition.
10. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
11. Check that wooden beams, benches etc. are free from splinters and generally sound.
12. Check that beams and benches are stable and do not wobble when in use.
13. Check that there are no uneven/broken/cracked paving slabs.
14. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
15. Check that manholes are safe.
16. Check that outside lighting works and is sufficient.
17. Check that all builder’s materials, caretakers’ maintenance equipment, external stores etc are stored securely.
18. Check that refuse is removed from building each day and is carefully stored outside.
19. Hot drinks should be kept in cups with a lid when in classrooms or on corridors.

**Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St Cronan’s JNS 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 maintenance checks when necessary.

**Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis and repaired promptly by a competent person when the need arises.

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.
* Multi-point adaptors are not overloaded.
* Sockets are in good condition.

## Chemicals

It is the policy of the Board of Management of St Cronan’s JNS that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept out of sight in cupboard and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

**Drugs And Medication**

It is the policy of the Board of Management of St Cronan’s JNS that all drugs, medications, etc be kept in a secure cabinet, or medication box on high shelf in classroom, where appropriate, out of children’s reach, and used only by authorised personnel.

## Welfare

To ensure the continued welfare of the staff and children, toilet 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. 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.

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 (if appropriate).
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**

It is the policy of the Board of Management of St Cronan’s JNS 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. Step edges shall be highlighted.

## Smoking

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It is the policy of the Board of Management of St Cronan’s JNS that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

## 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.

##### Infectious Diseases

It is the policy of the Board of Management of St Cronan’s JNS 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.

# **First Aid**

It is the policy of the Board of Management of St Cronan’s JNS that a member of staff shall be trained to provide First Aid to staff and pupils.

1. Notices are posted in office detailing:
* arrangements for giving first aid,
* location of first aid boxes,
* procedure of calling ambulances etc….,
* telephone numbers of local Doctor, Gardaí, Hospital.
1. All incidents, whether to employees or to students or to members of the public must be recorded in the Accident Book. Incidents of a more serious nature must be immediately brought to the attention of the principal and/or safety officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

The Safety Officer 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
* Eye rinse solution
* Antiseptic cream
* Cotton Bandage
* Cream for First Aid treatment of Burns
* Antiseptic Wipes
* Scissors
* First Aid Guide

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

#### **Access To School**

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 nominated agent and shall mark such hazard with warning signs or other suitable protection.

#### **Collecting Children**

1. All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
2. Parents/guardians collecting children early must sign the ‘Sign Out Book’ in Secretary’s Office.
3. Cars (other than staff cars) are forbidden from entering the school grounds between 8:30-9:30 and 1:30-3:00, except in cases where specific permission has been given by the principal.
4. Those parking outside the school grounds (and inside school grounds) are requested to accompany children to and from the school premises.
5. Cars entering car park should drive very slowly and with due care.

### **Revision Of This Safety Statement**

This statement shall be revised regularly by the Board Of Management of St Cronan’s JNS 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: 24/11/2020

Principal: Date: 24/11/2020

Safety Officer: Elaine O`Brien Date: 24/11/2020 Nominee of staff

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

**Members of the Board of Management:**

Chairman: Ray Murphy

Edel Moloney (Principal)

Sarah Boylan (Teacher`s Nominee)

Michael Ridge (Treasurer)

Mary Liz O`Donoghue

Cormac Robinson

Safety Officer: Elaine O’Brien

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

This Safety Statement was reviewed in November 2020 and previously in March 2017.