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, 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 Kill 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 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 Kill 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 Kill National School undertakes to ensure that the provisions of the safety, health and welfare at Work Act 2005 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 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 him/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

**Consultation and Information**

It is the Policy of the Board of Management of Kill 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 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.

**Fire**

It is the policy of the Board of Management of Kill National School 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. Fire extinguishers training was undertaken by staff in May 2016 and given by Micom Fire Protection. All Fire extinguishers have been upgraded as of March 2016..
2. The 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)
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.
6. Assembly areas are designated outside school building, and the locations specified.
7. Exit signs shall be clearly marked.
8. 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, are responsible for the office. Staff room is every teacher’s responsibility. Cleaner to check when cleaning.
9. Principal shall be responsible for fire drills and evacuation procedures.
10. 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. Guillotine
5. Projectors
6. Fuse Board
7. Electric Kettles
8. Boiler House
9. Ladders
10. Excess Gravel on school yard
11. Protruding units and fittings
12. External store and cleaner’s store to be kept locked
13. Icy surfaces on a cold day.
14. Mats in hall
15. Windows opening out.

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 manufactures instructions and recommendations.
3. Where applicable Board of Management will ensure that members of 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 be used with another person’s assistance.
7. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
8. Board of Management will check that floors are clean, even, non-slip and splinter proof.
9. Each teacher will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
10. Check that all PE and other mats are in good condition.
11. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
12. Will check that roofs, guttering, drain pipes as far as can be seen are sound and well maintained. Board of Management Safety Officer.
13. Teachers check that manholes are safe.
14. Check that all play areas are kept clean and free from glass before use.
15. Check that outside lighting works and is sufficient. Board of Management.
16. Check that all builder’s materials, caretakers’ maintenance equipment, external stores are stored securely. (Principal and Board of Management Safety Officer).
17. Check that refuse is removed from building every second day and is carefully stored outside. (Caretaker)

**Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of Kill National School 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.

**Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis by a competent person (I.e.) maintenance person, the supplier or 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.

**Chemicals**

It is the policy of the Board of Management of Kill National School that all chemicals, photocopier toner, detergents….. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked or secure area, 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 Kill National School that prescribed medications (other than those in the First Aid Box) are kept in a locked cabinet in the school.

**Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas 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 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.
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 Kill National School 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. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

**Smoking**

It is the Policy of the Board of Management of Kill National School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. This is in keeping with the Smoke Free Workplace Law 29/03/04.

**Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staff is asked to report broken glass to the Principal so that it may be immediately removed.

**Visual Display Units**

It is the policy of the Board of Management of Kill 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 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 Kill National School 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 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**

1. The location of the First Aid box is in the staff room.

Contact details of each student are kept in each classroom and in the secretary’s office.

1. 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 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 sheet is kept in the staff room for the recording of all accidents and incidents by the teacher on duty or the Safety representative..
2. The Special Duties post holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

* Portable Container
* Disposable Gloves
* Face Shield/Pocket Mask
* Paramedic shears
* Dressings/Bandages/Tapes
* Sterile Dressings in different sizes
* Crepe Bandages
* Roller Bandages
* Triangular Bandages
* Gauze
* Plasters-non allergenic(breathable)
* Strapping
* Wipes-non alcohol
* Burn Dressings(Water Gel)
* Ice Packs/Cold Packs
* Foil Blankets
* Eye Wash-sterile water only
* Paper Bag
* Plastic Bag
* Safety Pins
* Notebook and Pen

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

**Access to 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 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**

Due to the high level of congestion at the school in the mornings and evenings, the following protocol has been devised.

* It is extremely important that everyone plays their part in orderly and safe set down/pick up at the school. Once the pupils have been returned to the parents/guardians at the school gates the school’s responsibility for them ceases.
* Parents/Guardians, who deliver/collect using their own vehicle, must co-operate with the hand-over of children at the school – ensuring that they are guided safely in person by their guardian to the school gates, and ensure they are received in person at the school gates when they exit. This will ensure that children are not running out into moving traffic, or will go unnoticed by passing traffic and so on. With growing pupil numbers the traffic is going to increase further at the school making the situation even more dangerous. The Board of Management advises all parents of the following procedures for drop off and collection of your child.

1. Any pupil who is being dropped off by car must be accompanied safely to school gate by their parent/guardian.
2. All pupils who are going home at both 2 p.m. (Junior/Senior Infants) and at 3p.m. will be accompanied to the school gate by a member of staff. Parents/guardians must collect their child at the school gate.
3. ***No pupil will be released until a parent/guardian walks to the school gate.***
4. The board would also ask parents to do this promptly as it will facilitate others in parking and will ease congestion and improve safety.

**Revision of this Safety Statement**

This statement shall be regularly revised by the Board of Management of Kill National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority. Health and Safety will be discussed regulary at staff and Board of Management meetings.

Signed on behalf of the Board of Management:

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

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

Safety Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BOM Nominee

Safety Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Nominee

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005

Member of the Board of Management:

Chairperson: Malachy Magee

Board Members: Pearse McKenna, Mary McNally,Fr John Murphy, Debbie Floody, Neal Dempsey, Nancy Reilly, Sean Lee, .

Safety Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and welfare Act 2005

**Kill National School Safety Statement**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Kill National School to ensure, so far as is practicable, the safety, health and welfare at work of all staff and to protect pupils, 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 carried 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 at Work 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Materials First –aid bag contents | | | | |
|  | First aid travel kit | 1→10 persons | 11→25 persons | 26→50 persons |
| Adhesive plasters | 20 | 20 | 20 | 40 |
| Sterile eye pads (no.16)  (bandage attached | 2 | 2 | 2 | 4 |
| Individually wrapped triangular  bandages | 2 | 2 | 6 | 6 |
| Safety pins | 6 | 6 | 6 | 6 |
| Individually wrapped sterile  unmedicated wound dressings - medium (no. 8) (10 x 8cms | 1 | 2 | 2 | 4 |
| Individually wrapped sterile  unmedicated wound dressings –  large (no. 9) (13 x 9cms) | 1 | 2 | 6 | 8 |
| Individually wrapped sterile  unmedicated wound dressings –  extra large (no. 3) (28 x 17.5cms) | 1 | 2 | 3 | 4 |
| Individually wrapped  disinfectant wipes | 10 | 10 | 20 | 40 |
| Paramedic shears | 1 | 1 | 1 | 1 |
| Pairs of examination gloves | 3 | 5 | 10 | 10 |
| Sterile water where there is no  clear running water(\*2) | 2 x 20 mls | 1 x 500 ml | 2 x 500 ml | 2 x 500 ml |
| Pocket face mask | 1 | 1 | 1 | 1 |
| Water based burns dressing –  small (10x10cms)(\*3) | 1 | 1 | 1 | 1 |
| Water based burns dressing –  Large (\*3) | 1 | 1 | 1 | 1 |
| Crepe bandage (7cm) | 1 | 1 | 2 | 3 |
| \*1: Where more than 50 persons are employed, pro rata provision should be made.  \*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should  be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for  eye irrigation due to the risk of cross-infection. The container should be CE marked.  \*3: Where mains tap water is not readily available for cooling burnt area. | | | | |

HSA Guidelines on First Aid