

## **Safety Statement**

*The Board of Management of Craggagh N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989.*

*This Safety Statement sets out the Safety Policy of The Board of Management of Craggagh N.S. and sets out the means 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 i.e. school staff and all those directly employed by the Board of Management and for pupils and to meet our duties to members of the public with whom we come in contact.*

*This policy requires the co-operation of all employees.  
It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.  
The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.*

*All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.*

*Signed*

-----  
*Chairperson Board of Management.*

### ***Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Craggagh N.S.***

#### ***1.1***

*The members of the Board of Management of Craggagh N.S. are*

*Chairperson: -----*

*Secretary: -----*

*Treasurer: -----*

*Other Board Members: -----*

-----  
-----  
-----  
-----

*1.2 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, 1989 are applied.*

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

- a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.*
- b) The design, provision and maintenance of safe means of entry to and exit from places of work.*
- c) The design, provision and maintenance of safe plant, machinery and equipment.*
- d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe without risk to health.*
- e) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.*
- f) The provision and maintenance of suitable protective clothing and equipment e.g. goggles, ear muffs, as is necessary to ensure the safety and health at work of its employees.*
- g) The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire drills, injuries etc.*
- h) The safety and prevention of risk to health at work in connection with use of any article or substance including plant, machinery and equipment.*
- i) The provision and maintenance of facilities and arrangements for the welfare of employees at work.*
- j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.*
- k) The continuing updating of the Safety Statement.*

*l) The provision of arrangements for consultation with employees on matters of Health and Safety.*

*m) The provision of arrangements for the selection from amongst its employees of a representative.*

*1.4. The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public.*

*1.5. The Board of Management of Craggagh N.S. will ensure that the provisions of the Safety Health and Welfare at Work Act 1989 are adhered to.*

## **Duties of Employees**

- 1. 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 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.*
  - c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.*
  - d) To report to the Board of Management 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.**
- 2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided pursuant of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.*
- 3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.*

## **Consultation & Information**

*It is the policy of the Board of Management of Craggagh N.S.:*

- *To consult with staff in the preparation and completion of the Health and Safety Statement.*
- *To give a copy of the Safety Statement to all present and future staff,*
- *That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available,*
- *That Health, Safety and Welfare will form an integral part of any future staff training and development plans.*

## **Hazards**

*The Board of Management after consultation with the staff will prepare a list of hazards and will outline safety measures to be taken to reduce the risk of injury.*

*Hazards have been divided into two categories.*

*Hazards that can be rectified or minimised or eliminated will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.*

*The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.*

## **Specific Hazards**

### **1. Fire**

*It is the policy of the Board of Management of Craggagh N.S. that: -*

- *There is an adequate supply of fire extinguishers which will deal with any type of fire.*
- *All fire equipment is identified and regularly serviced.*
- *Regular Fire drill takes place at least twice yearly.*
- *Instruction is given in the use of Fire Extinguishers for specific materials/equipment.*
- *Fire alarms are clearly marked.*
- *Signs will be clearly visible to ensure visitors are aware of exit doors.*
- *All electrical equipment be turned off and unplugged outside school hours and when school is vacated for lengthy periods.*
- *An assembly area is designated outside the school building i.e. the volleyball court.*
- *Those leaving the building/classrooms should let the teacher know.*

- *Exit signs are clearly marked.*
- *The school principal in co-operation with the assistant teachers are responsible for fire drills and evacuation procedures.*
- *The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.*

## 2. Ice

*It is the policy of the Board of Management to maintain the schoolyard in a safe condition. In winter when the schoolyard and main entry steps are icy, special measures will be taken by the caretaker to protect the pupils and teachers from injury i.e. gritting, salting. When the schoolyard is in a dangerous condition the school will be closed.*

## 3. Annual Sports

*It is the policy of the Board of Management to ensure that the Annual Sports is run off in a safe manner and that it does not constitute a threat to the safety of the pupils, or to the public. To achieve this the Board of Management will ensure that: -*

- a. The sports field is in a safe condition – free from holes, or uneven surfaces. Also that rope barriers are safe etc.*
- b. All necessary sporting equipment is safe.*
- c. Safe practices are adopted during the sports e.g.*
  - *Non-participants including children are not allowed onto the track when races are being run.*
  - *Children are allowed participate only in sports activities deemed appropriate and safe for their age group.*
  - *Events such as horseshoe throwing, tug o' war are held at a suitable distance from the main event.*
  - *Adequate personnel/stewards are available to ensure the safety of the sports.*
  - *First Aid is available.*
  - *The Gardai are informed of the event. (Traffic control)*

## **Constant Hazards**

### **1. Machinery, Kitchen Equipment and Electrical Appliances**

*It is the policy of the Board of Management that: Machinery, Kitchen equipment and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks. When not in use, the lawnmower will be stored and securely locked in the tool shed.*

### **2. School Roof/Working at Heights**

*The school is a two-storey building. The policy of the Board of Management is to maintain the roof in good condition, free from leaks, loose slates, loose gutters, down pipes etc.*

*In the event of remedial work being necessary, the work will be carried out by a competent person using all necessary safety equipment.*

### **3. Painting**

*All painting will be done by a competent professional painter.*

### **4. Stairs**

*a. It is the policy of the Board of Management that the stairs is maintained in a safe and satisfactory condition.*

*b. Pupils are supervised by their class teacher when using the stairs.*

### **5. Chemicals**

*It is the policy of the Board of Management that all chemicals, detergents etc, be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.*

### **6. Drugs/Medications**

*(See Administration of Medicines Policy)*

### **7. First Aid /Emergencies**

*(See First Aid/Emergency Policy)*

### **8. Highly Polished or Wet Floors**

*It is the policy of the Board of Management that washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.*

### 9. Drilling, Welding etc.

*When people are working on the premises with drills or other loud implements they must wear protective ear muffs, welding goggles etc. where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.*

### 10. Sanitary Facilities

*It is the policy of the Board of Management to maintain the school in a clean and hygienic condition. The school i.e. toilets, washbasin, sinks, floors etc. are cleaned on a daily basis. All necessary materials are provided i.e. towels, toilet paper, sanitary disposal units, bins etc.*

### 11. Access to employees is by consent

*When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.*

### 12. The Code of Discipline/Safety Code

*The Code of Discipline and Safety Code in the school provide for a level of behaviour to minimise personal risk or stress to any pupil, teacher or employee.  
[See Code of Behaviour & Discipline and Anti-Bullying Policy]*

*Ratified by the Board of Management on 13/11/06*

## **First Aid/Emergencies**

*It is the policy of the Board of Management that: - the teaching staff will attend to minor cuts and bruises. In all other cases of injury, parents will be informed immediately and the child brought to the doctor, or emergency Dept. of Mayo General Hospital. When it is considered unsafe to move the child, the ambulance service will be contacted.*

*There will be a properly equipped First Aid Box available at all times to staff which will contain:*

*Elastoplast Plasters*

*Wasp Eze*

*Tape*

*Savlon Antiseptic Disinfectant*

*Optrex Eye Lotion*

*Savlon Antiseptic Cream*

*Cotton Bandage*

*Burn Eze*

*Antiseptic Wipes*

*Scissors*

*First Aid Chart*

*Disposable gloves which must be used at all times when administering First Aid*

*Hot water and soap will be available and should be used before and after administering First Aid.*

*N.B. An Accident Report Book is kept and all accidents are recorded when they occur, by the staff member on duty. Details of date, time, staff member on duty, nature of eye injury etc. is to be recorded.*



**Health & Safety Statement**

**Of**

**Craggagh National School**