

St. Joseph's Primary School

Safety Statement

1. Introduction

This document has been prepared in compliance with the Safety, Health and Welfare at Work Act 1989.

2. Board of Management Philosophy

The Board of Management recognises and accepts its statutory responsibilities and obligations as an employer to direct, manage and achieve, as far as is reasonably practicable, the safety, health and welfare at work of every employee, pupil and visitor.

3. Safety Officer

The Deputy Principal is responsible for overseeing safety provisions on behalf of the school and is the designated Safety Officer. The Safety Officer should be consulted if any employees have queries regarding any of the safety provisions mentioned in this statement. The main duties and responsibilities of the Safety Officer are as follows:

- To guide and advise on all health, safety and welfare matters and ensure that the school fulfils all statutory requirements with respect to the Factories Act 1955, the Safety in Industry Act 1980, and the Safety, Health and Welfare at Work Act 1989.
- To ensure that the appropriate safety education and training are coordinated and carried out using both in-house and external resources.
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation to ensure that they are kept up to date.
- To ensure that adequate fire protection and prevention measures are provided.

4. Hazards

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned.

1. Fuse and power distribution boards
2. Boiler house
3. Kettles, cookers and hot water
4. Broken glass
5. Photocopier
6. Sports equipment
7. Paper shredders and guillotines
8. Electrical cables
9. Bins
10. Wet floors
11. Windows
12. Roof access
13. Icy surfaces on cold days
14. Ladders

To minimise these hazards, the following safety/protective measures must be adhered to:

- Access to and operation of equipment is strictly restricted to qualified members of staff whose job function is to run, maintain, clean or monitor particular items of equipment in the course of their normal duties.
- All such equipment is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable, members of staff have been instructed in the correct use of machinery and equipment.
- All machinery and electrical equipment is fitted with adequate safety guards.
- A safety harness is supplied and maintained for safe access to the school roof.
- Broken glass should be reported to the Safety Officer or Principal immediately so that it can be safely removed immediately.
- Ladders must only be used with the assistance of another person.

- Sports equipment must be checked regularly for damage or excessive wear and should be stored correctly in the sports equipment room.
- Bins must be emptied on a daily or weekly basis as appropriate and all waste should be stored outside the school building before collection.
- As far as is possible, floors will be washed after school hours to minimise the danger of slipping. Mats will be placed at all external doors to minimise wetting of the floor during wet weather.
- During very cold weather, a deicing agent will be spread on paths and the playground to melt any ice and minimise the danger of slipping.

Precautionary notices with regard to safety issues are displayed at relevant points.

5. Safety Training

Where necessary, employees will be provided with safety training as follows:

- Instruction on manual lifting and handling methods.
- Advice on the protective clothing and safety equipment available and the areas where they must be worn.
- Advice on the nature and location of fire equipment and how it is safely operated.
- Notification of any changes in safety procedures.

6. Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person, such as the caretaker or the supplier or his agent. Before using any appliance, the user should check:

- All safety guards that are a normal part of the appliance are fitted and in working order.
- Power supply cables/leads are intact and free of cuts or excessive wear.
- Suitable undamaged plug tops are used and fitted with the correct fuse.

7. Chemicals

All chemicals, such as photocopier toner, detergents, solvents and cleaning agents, should be stored in clearly identifiable containers bearing instructions and precautions for their use. Appropriate protection should be used when during handling by employees (secretary/cleaner/caretaker). Members of staff using these materials should familiarise themselves with the associated hazards and take suitable precautions in the event of spillages or splashes.

8. Welfare

For employee welfare, toilet and washroom areas are provided. Staff must cooperate in maintaining a high standard of hygiene in these areas.

9. First Aid

Continuous professional development includes first aid training for members of staff. There is a comprehensive First Aid station in the school office for dealing with minor injuries.

10. Fire Prevention and Protection

Fire safety inspections and analysis of potential fire hazards will be carried out regularly. The Safety Officer will liaise with the relevant authorities as necessary.

- All doors, corridors and entries must be kept clear of obstruction. All classroom doors must also be kept clear. The Safety Officer will ensure that the main exit doors are free of obstruction.
- Assembly areas are clearly designated in the playground.
- Exit signs are clearly marked.
- All electrical equipment must be left unplugged when unattended for lengthy periods. All employees are responsible for their own workspace.
- The Safety Officer is responsible for fire drills and evacuation procedures.
- Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- All firefighting equipment is regularly tested and serviced by an appropriate contractor.
- All emergency exits are marked using the standard symbols.

11. Smoking

Smoking is prohibited in all areas of the school building and grounds.

12. Duties of Employees

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989.

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 cooperate with his/her employer and any other person to such an extent that will enable his/her employer or any other person to comply with any of the relevant statutory provisions.
- (3) To use in such manner and so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means 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 of which he/she becomes aware.
- (4) To report immediately to the Safety Officer or Principal on any defect in equipment, procedures or the workplace environment that might pose a risk to the health, safety or welfare of any staff members, pupils or visitors to the school.

No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or equipment provided in pursuance of any of the relevant statutory provisions for securing the safety, health or welfare of persons arising out of work activities.

Employees using the facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see Section 9 of the Safety, Health and Welfare at Work Act 1989).

13. Accident/Incident Recording

All incidents, whether to employees, pupils or members of the public, must be reported to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. All accidents that require First Aid are documented in the accident report log.

14. General Safety

The aim of the Board of Management is to provide a safe working environment. This can be achieved with the help and assistance of employees and pupils by

- (1) Observing the general rules of safety.
- (2) Using all machinery and equipment in a safe and proper manner.
- (3) Adopting the proper procedures when carrying out tasks and ensuring that no practices are used that act as a source of danger to themselves and/or others.
- (4) Keeping work areas clean and tidy at all times.
- (5) Making sure that all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- (6) Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

15. Review

This safety statement has been prepared based on conditions existing in the school premises at the time of writing and will be reviewed on an annual basis. It may be altered, revised or updated at a future date to reflect any changes in conditions.

Ratified by the Board of Management on 17 / 3 / 14

Signed: Maria King Maria King
Chairperson Principal