

Health and Safety Statement
Ballyfacey N.S.
18257N

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

This Safety Statement sets out the Safety Policy of The Board of Management of Ballyfacey 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 employees and pupils and 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.

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.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Ballyfacey National School.

1.1

The members of the Board of Management of Ballyfacey N.S. are:

Chairperson	:	Fr. O' Toole
Secretary	:	Mr. Tommie O' Gorman.
Treasurer	:	Geraldine Roche
Board Members	:	Mary O' Connor
		Margaret Boyle
		Frankie Kirwan
		Enda Keogh
		Ciara Spencer

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, 2005 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 access to and from places of work.

- (c) the design, provision and maintenance of plant and machinery.
- (d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to Health.
- (e) the provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
- (f) the provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- (g) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- (h) the preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries etc.
- (i) the safety and prevention of risk to health at work in connection with use of any article or substance.
- (j) the provision and maintenance of facilities and arrangements for the welfare of employees at work.
- (k) obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- (l) the continuing updating of the Safety Statement.
- (m) the provision of arrangements for consultation with employees on matters of health and Safety.
- (n) The Principal and the Deputy Principal will be the safety representatives in the school.

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 Ballyfacey N.S. will ensure that provisions of Safety Health and Welfare at Work Act 2005 are adhered to.

1.6 A Safety Committee may be established where necessary to monitor the implementation of particular areas of the Health and Safety Policy of Ballyfacey N.S. and the requirements under Safety, Health and Welfare at Work Act, 2005.

DUTIES OF EMPLOYEES.

1. It is the duty of every staff member in Ballyfacey National School : Teachers, secretary, cleaner and caretaker 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.
 - (e) all incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately . 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 in the school for the recording of all accidents and incidents.
2. No persons will intentionally or recklessly interfere with or misuse any appliance , protective clothing, convenience, equipment or anything provided in pursuance of any of the relevent 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 Ballyfacey N.S.

- to consult with staff in the preparation and completion of the Health and Safety Statement and hazard control forms.
- to give a copy of the Safety Statement to all present and future staff
- that any additional information or instruction 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:

Some hazards can be rectified but others remain constant. The hazards have been divided into categories.

Hazards that can be rectified or minimised 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 employees will review and make recommendations on the elimination of hazards. All hazards shall be eliminated in as far as resources and circumstances allow.

SPECIFIC HAZARDS.

Fire

It is the policy of the Board of Management of Ballyfacey 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.
- Co2, Foam, Dry Powder and vaporizing liquid extinguishers are located outside classrooms, in the boiler house and at exit and entrance doors of the school.
- Regular Fire drills take place at least once a term.
- 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 unplugged or turned off outside school hours and when school is vacated for lengthy periods.
- An assembly area is designated and marked outside the building (Either side of the school gate).
- Those leaving buildings/classrooms should let the Principal know.
- Exits signs are clearly marked.
- The Principal is 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.

OTHER HAZARDS

The following hazards (in so much as can be identified) are considered by the B.O.M. of Ballyfacey N.S. to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors.
- Goal Posts.
- Basketball posts and rings.
- Trailing leads.
- Computers.
- Electric kettles.
- Boiler House.
- Ladders.
- Protruding units and fittings.
- Flat roof areas of the school.
- External store to be kept locked.
- Lawnmower.
- Garden stores.
- Icy surfaces on a cold day.
- Mats in hall.
- Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, yard surface etc. will be checked regularly.
- Storage, maintenance, and appropriate use of P.E. equipment will be adhered to.
- Individual classrooms, sockets, lights etc. will also be checked on an ongoing basis.
- Children will be advised about slippery surfaces on rainy days
- Appropriate use of toilets, water, paper towels, sanitary disposal units, etc. will be advised.

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

- (a) Ladders must be used with another person's assistance.
- (b) Avoid use of glass bottles by pupils. Removal of broken glass immediately on discovery.
- (c) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (d) Check that wooden beams, benches etc. are free from splinters and generally sound. Check that there are no uneven/broken/cracked paving slabs - Caretaker in consultation with Principal and Board of Management.
- (e) Check that all play areas are kept free of risks to harm such as stones, branches, etc.

CONSTANT HAZARDS.

1. Machinery, Kitchen Equipment and Electrical Appliances.

It is the policy of the Board of Management of Ballyfacey N.S. that Machinery, Kitchen Equipment and Electrical Appliances are used only by competent 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 at least annually by a competent person (i. e) maintenance person, the supplier or his 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 in tact and free of cuts or abrasions.
- Unplug leads of appliance 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.

2. Chemicals:

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

3. Medications:

It is the policy of the Board of Management of Ballyfacey N.S. that all medications, drugs etc., be kept in a proper medication cabinet, locked at all times, key to which is kept in a secure and safe place. The school's policy in regard to the administration of medication to pupils is as follows:

As a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medication, the INTO advises that,

1. the parent(s) of the pupil concerned should write to the Board of

Management request the Board to authorise a teacher to Administer the medication.

2. the request should also contain written instruction of the procedure to be followed in administering the medication.
3. the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management.
4. a teacher should not administer medication without the specific authorisation of the Board.
5. in administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
6. the Board of Management should inform the school's insurers accordingly.
7. the Board of Management should seek an indemnity from parent(s) in respect of any liability that may arise regarding the administration of the medication.

Note : Where the above procedure is put in place the Board of Management should give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school. Arrangements should also be made by the Board of Management for the safe storage of Medication.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.

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, paper towels and soap shall be available also.

Members of staff and students are reminded:

- (a) 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 effects 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.
- (b) 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 or Wet Floors:

It is the policy of the Board of Management of Ballyfacey N.S. that floors will not be polished or made slippy. The washing of floors is conducted after school hours to ensure, as far as is

reasonably practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be used.

Smoking:

It is the policy of the Board of Management that the school and grounds be a non-smoking area.

Infectious Diseases:

All infectious diseases shall be notified and steps taken to ensure safety of staff, pupils and the wider school community against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection.

Trained First Aid Personnel:

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

An employee will be trained to apply First Aid to other employees. Teaching staff will partake in regular First Aid training as part of their Continual Professional Development.

All required remedies and equipment are made available for First Aid function. See First Aid in Inspection check list.

Access To School:

Persons coming onto the school premises must identify themselves to the Principal. Any contractor should make direct contact with the Principal before initiating any work on the school premises.

It is the policy of the Board of Management of Ballyfacey N.S. to minimise sound pollution – room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective ear muffs. 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.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

Where a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Collecting Children:

Parents dropping and collecting children must ensure children's safety at all times at the school gate.

Children will never be allowed to walk or cycle home on their own during school hours. They must always be collected by a parent /guardian with prior notice.

No responsibility will be taken by the Board of Management for the safety of children arriving before school hours and remaining on school grounds after school hours.

Other Procedures:

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of fifteen pupils per adult (teacher or parent) but not more than twenty. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, and coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat.

4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators if applicable and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent.

Classroom and Internal Rules:

1. Follow instructions given by teachers and principal at all times.
2. Sit properly on chairs, all four legs on the floor.
3. School bags are kept under tables and neatly stored.
4. Walk ways in classrooms must be kept clear.
5. Hang all coats on back of chairs or on coat hooks where available, and gear bags are kept neatly in designated area of classrooms.
6. During wet days all pupils must engage in an activity in the supervised classroom during break-no moving around allowed.
7. No rulers, scissors, mathematical instruments etc. to be used or in possession during breaks or lunchtime when pupils remain indoors.
8. Use all equipment according to teacher's instructions.
9. Never bang a door closed.
10. When moving inside the school building everyone must walk, not run, to avoid accidents.
11. At all times, think of your own safety and the safety of others especially younger, smaller pupils.

Outdoor Rules:

1. Play safely-no rough play.
2. Stay in school grounds-permission must be given to retrieve balls from road or ditches or surrounding fields.

3. Only enter the school having received permission to use toilet.
4. Report any incidents /problems to the teachers.
5. No swinging off basketball posts or goal posts.
6. No swinging out of coats /hoods.
7. After a very wet spell, children may not be permitted to play on the pitch. They must remain on concrete play area in these circumstances.
8. During winter months children must bring in pull ups to wear for play on the pitch for break time.

INSPECTION CHECKLIST

1.1 Passages

Check that:

- 1.1.1 Floor surfaces are even and are not slippery;
- 1.1.2 Passages are adequately lit;
- 1.1.3 Litter or rubbish has not been allowed to accumulate;
- 1.1.4 Mats, etc, are not positioned in such a way as to be tripping hazards;
- 1.1.5 There are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.2 Doors and Windows.

Check that:

- 1.2.1 Doors are unobstructed,
- 1.2.2 Doors with glass windows have toughened or laminated glass,
- 1.2.3 Doors with a fire resistance requirement have wire reinforced glass,
- 1.2.4 There are no doors with:
 - loose or broken hinges,
 - damaged or sticking catches,
 - broken wood panels or glass panels,
 - loose or stiff handles.
- 1.2.5 Doors are not allowed to swing freely without restraint.
- 1.2.6 Windows are not broken or cracked.
- 1.2.7 Windows open easily without undue force being applied.
- 1.2.8 Windows do not jut out dangerously when open.
- 1.2.9 Windows are cleaned regularly.
- 1.2.10 Windows do not have broken fastening or cords.
- 1.2.11 Where necessary a window pole is available.

HEATING AND VENTILATION.

Check that:

- 1.3 The heating system is regularly serviced and maintained in good Order,
- 1.4 The heating system is adequate to comply with the requirements of Circular 24/82.
- 1.5 Where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Roller blinds.
- 1.6 Windows can be easily opened to allow for adequate ventilation.

2. **FIRE SAFETY.**

Check that:

- 2.1 Escape routes are clear from obstructions.
- 2.2 And unobstructed whilst people are on the premises.
- 2.3 All designated fire exits are clearly marked.
- 2.4 Evacuation procedures are clearly displayed.
- 2.5 Staff and children are familiar with evacuation procedures.
- 2.6 Staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment.
- 2.7 There have been practice evacuations/fire drills held at least once a year.
- 2.8 Fire extinguishers are checked and maintained in accordance with manufacturers instructions.
- 2.9 The fire-fighting equipment available i.e. that recommended by the local authority: fire officer and is located in accordance with the fire officer's recommendations.
- 2.10 The fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building.
- 2.11 Flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

3. **ELECTRICAL EQUIPMENT.**

3.1 General.

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- Equipment is correctly wired and earthed.
- Plugs are correctly wired.
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and plug)
- The mains supply is still capable of meeting the maximum demand.
- The distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out.
- The isolating switches are marked, well-sited, accessible and known to staff.
- Residual current (earth leakage) circuit breakers are used where appropriate.

3.2 Lighting.

Visually check that:

- 3.2.1 All the light fittings are working and are kept in a clean condition.
- 3.2.2 Light switches are not broken and appear to be in a safe condition.
- 3.2.3 The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

3.3 Plugs/Sockets/Leads.

Visually check that:

- 3.3.1 Plugs are in good condition with no cracks or pieces missing.
- 3.3.2 Sockets are in good condition with no cracks or pieces missing.
- 3.3.3 Sockets screws and mountings are secure.

- 3.3.4 Sockets are situated in safe positions, convenient for equipment to be used and not subject to damp.
- 3.3.5 Indicator lights on sockets function correctly.
- 3.3.6 Insulation on leads is not cracked or frayed.
- 3.3.7 Leads are without knots or joins and are reasonably free of 'kinks'.
- 3.3.8 Leads are the correct length for the equipment being used.
- 3.3.9 There are no trailing leads.
- 3.3.10 Multi-point adaptors are not being used.
- 3.3.11 Leads and flexible cable are securely fixed at both equipment and plug ends.

3.4 EQUIPMENT.

Check that:

- 3.4.1 Fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly.
- 3.4.2 Copies of manufacturers instructions/operating manuals are easily accessible.
- 3.4.3 Equipment is only being used for purpose for which it was intended.
- 3.4.4 Where appropriate all electrical equipment is switched off and unplugged when not in use.
- 3.4.5 Mains isolating switches are easily accessible and known to staff.
- 3.4.6 On / off indicator lights function correctly.
- 3.4.7 Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat.
- 3.4.8 Equipment containing liquid has a leakage detector.
- 3.4.9 All items of electrical equipment are properly and regularly maintained and serviced.

4. First Aid.

Check that:

- 4.1 Teachers are familiar with;
 - location of first aid boxes.
 - Procedure for calling ambulances etc.
 - Telephone number of local doctor, Gardaí, hospital.
- 4.2 First aid boxes are readily available and adequately stocked with,
 - A card with general first aid guidance.
 - A supply of individually wrapped sterile adhesive dressings.
 - Sterile eye pads, with attachments(e.g. standard dressings).
 - Triangular bandages (preferably sterile, but if not. Sterile covering appropriate for serious wounds should also be included).
 - Safety pins.
 - Selection of medium, large and extra large sterile medicated dressings.
 - Disposable gloves.
 - Crepe and roller bandages.
 - Cotton wool.
 - Forceps or tweezers and scissors.
 - Antiseptic cream.
 - The accident book is readily available and kept up-to-date.

5. Classrooms

Look again at sections 1-4.

Check that:

- 5.1 Hazards are not arising from overcrowded classrooms.
- 5.2 All cupboards, fixed whiteboards, display units are stable.
- 5.3 Classroom furniture is not damaged.
- 5.4 Wherever possible, there are no sharp edges or corners on the furniture.
- 5.5 Furniture is positioned safely.
- 5.6 All shelf mountings are secure.

6 NON-TEACHING AREAS.

Office:

Check that:

- Substances for use with photocopying machines are stored correctly, and that the room where photocopying machines are operated is adequately ventilated.

Boiler Room:

Check that:

- there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags)
- All safety devices in the boiler room are in proper working order,
- The boiler is regularly maintained by a competent person.

Hygiene:

Check that the following are available:

- Soap
- hand drying facilities.
- toilet paper.
- litter bin and recycling bin per classroom.
- provision for disposal of sanitary towels.
- safe, suitable, sufficient and properly cleaned sanitary facilities.

Outside Areas:

Check that:

- There are no uneven/broken/cracked paving slabs.
- Outside steps are secure.
- Roof, guttering, drain pipes etc. are as far as can be seen, sound and well maintained.
- All play areas, especially sand pits, are kept clean and free from glass.
- Outside play/ PE appliances are securely anchored.
- Holes for goalposts, basketball posts, are covered when posts are not in position.
- Outside lighting works and is sufficient.
- All parking facilities for cars and cycles are safe in regard to the presence of pedestrians.
- All builders materials, caretakers maintenance equipment etc. are kept securely.

School Safety Representative:

In accordance with the Safety, Health and Welfare at Work Act 2005, the teaching staff, in consultation with the other staff, have a nominated safety representative. The Principal will act in this role supported by all other members of the teaching staff.

This Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

This statement was fully revised in June 2014 and the most recent review was carried out in March 2022. This review was ratified by the B.O.M. in accordance with the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on Behalf of the Board of Management.

Chairman: Thomas O'Leary Date: 14th March 2022

Principal: Tamie O'Garra Date: 14/3/22