

Lucan

COMMUNITY NATIONAL SCHOOL
SCOIL NÁISIÚNTA POBAIL



Balgaddy, Lucan, Co. Dublin
Baile Gadaí, Leamhcán, Co. BÁC

Health & Safety Statement

February 2021

Health and Safety Statement

The following statement delineates arrangements for safeguarding the safety, health and welfare of those employed and working in the school and the pupils attending Lucan CNS.

This plan requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. All records of accidents will be reviewed in line with the plan in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents.

The school safety officer is _____.

The Board of Management of Lucan CNS 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 operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible to ensure the health and safety at work of its employees.
- Plans for emergencies shall be compiled with and revised as necessary.
- This statement will be continually revised by the School Management as necessity arises and shall be re-examined by it on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- The Board of Management of Lucan CNS recognise that there are statutory obligations under legislation that extends to employees, students, to any person legitimately conducting school business, and to the public.
- The Board of Management of Lucan CNS undertake to ensure that the provisions of the *Safety, Health and Welfare at Work Act* are adhered to.

Lucan CNS has a staff made up of a Principal, Deputy Principal, Teachers, Special Needs Assistants, a Secretary and a Caretaker. The school's patron body is the Dublin and Dún Laoghaire Education and Training Board.

Duties of Employees

It is the duty of every employee while at work:

- 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.
- 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.
- to use in such manner so as to provide the protection intended, any suitable appliance, convenience, equipment or item 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.
- to report to the principal /caretaker/safety officer or in School Leadership Team 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, convenience or other means or item 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 (see section 9 of safety, health and welfare at Work Act 1989).

Information Provision

It is the policy of the Management of Lucan CNS 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

(Please also refer to Lucan CNS Fire and Fire Drill Procedures)

It is school policy that:

- 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.
- The Principal will ensure that fire drills shall take place no less than once a year but ideally one a term.
- Fire alarms shall be clearly marked. (Oversight by Caretaker & Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Oversight by Caretaker/Safety Officer)
- 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. Regarding the main door and fire exits in the main building the Principal/Caretaker/Safety Officer will see that they are free of obstruction. Staff will report to relevant personnel if obstructions noted.
- A plan of the school shows assembly points outside the school.
- Fire evacuation procedures and assembly points clearly marked and displayed in each room
- Assembly areas are designated outside the building, and the locations specified.
- Exit signs shall be clearly marked.
- 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

offices. The Staff room is the responsibility of all staff members with caretaker completing evening check.

- Principal/Safety Officer/Deputy Principal/ISLT shall be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Identifiable Hazards

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

- Wet corridors
 - PE equipment
 - Trailing leads
 - Photocopier, Computers, printers, laminators
 - Guillotine
 - Projectors
 - Fuse Board
 - Electric kettles
 - Boiler house
 - Ladders
 - Protruding units and fittings
 - External store areas (these should be kept locked)
 - Lawnmower
 - Icy surfaces on a cold day – particularly road adjacent to school
 - Mats in halls
 - The Stage
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- 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.

- In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Broken glass – remove immediately on discovery or bring to the immediate attention of management
- Glass containers should be avoided where practical in the classroom setting.
- Management will check that floors are clean, even, non-slip and splinter-proof.
- PE equipment is stacked securely and is positioned so as not to cause a hazard (staff/caretaker).
- Check that all PE and other mats are in good condition prior to using (staff)
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (ISLT/Caretaker/Safety Officer).
- Check that wooden beams, benches, the stage etc. Are free from splinters and generally sound (Caretaker/Safety Officer).
- Check that there are no uneven/broken/cracked paving slabs. (Caretaker)
- Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. (Caretaker/Safety Officer)
- Caretaker and management check that manholes are safe.
- Check that all play areas are kept clean and free from glass before use. (Each class teacher & SNA)
- Check that outside lighting works and is sufficient. (Caretaker/Safety officer).
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. (Principal/Caretaker/Safety Officer).

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is school policy 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.

It is school policy that in the interest of health and safety, kettles containing hot or boiling water, or hot drinks should not be taken out of the staff room without the use of a safety cup while the children are on the premises. Hot drinks should not be brought to the school yard.

Electrical Appliances

Before using any appliance, the user should check that:

- All safety guards which 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 school policy of Lucan CNS that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a secure location.

Drugs and Medication

(Please also refer to Administration of Medicine Policy)

It is school policy that school personnel do not administer prescription medication to pupils unless signed authorisation by the parent / guardian, is submitted to the school via the office.

Administration of Medicine permission form (incl. liability exemption) is available in the school office if any medication needs to be administered. These permission forms are kept in the child's file.

Children with allergies &/or medical issues will be identified to whole school staff & visiting teachers.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas in classrooms 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 are made available. (Cleaning staff/caretaker also assume responsibility to maintain a clean and hygienic environment around the school).

Members of staff and students are reminded:

- A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school and provide a medical certificate to that effect 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.
- 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.

Floors

It is school policy 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 grounds and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs.

Smoking

It is school policy that the school and its grounds are non-smoking areas, to avoid hazard to staff and pupils of passive smoking.

Chewing Gum

It is school policy that in the interest of health and safety, chewing gum or the spitting of gum is not permitted in school or on the grounds of the school.

Broken Glass

The caretaker and in school management team shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the principal / caretaker/ safety officer/ in school leadership team so that it may be immediately removed or to clear it themselves.

Infectious Diseases

It is the policy of Lucan CNS that all infectious diseases shall be notified, and steps taken to ensure the safety of staff and students against all such diseases. The management team 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, paper towels and a facility for the safe disposal of waste.

Infectious Diseases Guidelines book is kept in office beside first aid box. These guidelines will be followed when needed.

Head Lice

It is the policy of Lucan CNS that where head lice are detected in any classroom, a standard note is circulated to parents / guardians of all children in the class informing them of the problem.

If the problem persists in the classroom a second note is sent out as a reminder that all children need to be checked. This note outlines the suggested procedures to be followed in an effort to prevent the spread of the headlice and ultimately to eradicate the problem.

The staff members working with the children of that class will be vigilant in identifying where the problem persists. The parents/guardians will be notified with a view to trying to eradicate the problem.

If a continual problem persists at this stage the parents/guardians will be asked to remove the child (as a matter of health and safety), treat the hair and allow the child to return to school when the problem has been eradicated.

First Aid

First aid bags/boxes are stored:

- In school office

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.

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.

Accident Report File is to be maintained for the recording of all serious accidents and incidents by the Safety Officer.

All serious accidents need to be reported to school insurance company immediately.

The Principal / Secretary/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

- Tape
- Cotton Bandages
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Disposable gloves

Access To School

Anyone entering the school premises is required to identify themselves at reception to the Principal or the Secretary before gaining admittance to the school. Any contractor must make direct contact with the Principal / Deputy Principal before initiating any work on the premises.

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

Collecting Children

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- All parents must firstly report to the office before collecting child. Early collections must be signed out in book.
- Teachers are not available to speak to parents during class time. Parents are advised that they must make an appointment to speak to a class teacher or the Principal.
- In the interest of safety all vehicles entering the school grounds must act with the utmost vigilance and care. All vehicles must drive at a speed not exceeding 10 Kilometres per hour, watching out for children, bicycles, parents, toddlers and parents with buggies. All persons driving on the grounds of the school are subject to our strict safety standards and safety code. Any person in breach of this code may be prevented from driving in the school grounds.
- Parents are advised that when they are leaving their children to school or collecting them they should be vigilant. They are responsible for the child's safety and welfare outside of school hours on school grounds
- The school is not responsible for any theft or damage to cars while parked in or accessing or exiting the school grounds.

Staff Parking:

Parking is on a first come basis. Staff should ensure that they have parked their cars before 8.10am. to ensure the safety of pupils coming to school.

The school is not responsible for any theft or damage to cars while parked in or accessing or exiting the school grounds.

Revision of This Safety Statement

This statement shall be regularly revised by the in-school management team of Lucan CNS in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed: _____

Chairperson of BOM

Signed: _____

Principal

Date: _____

Date: _____