

St. Benedict's National School

Safety Statement



The Board of Management of St. Benedict's N.S. recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

Responsibilities of the School Principal

- (a) To ensure that the health & safety policy is understood and implemented
- (b) To liaise with the appointed BOM and staff Safety Officers .
- (c) To ensure that, when necessary, corrective action is taken without delay
- (d) To be familiar with all accident reports
- (e) To be part of all policy reviews and reports
- (f) To ensure that all employees are provided with necessary training in safe work practices and procedures
- (g) To ensure that all employees are provided with the necessary training in the use of safety equipment

The Board of Management of St. Benedict's N.S. undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

Duties of Employees

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 to provide the protection intended, any suitable appliance, protective clothing, convenience, or equipment (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.
- (d) 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.

- Pocket face mask

Disposable gloves must be always used 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 the 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 always 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

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of St. Benedict's N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) 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. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) 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 Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility and the cleaner to check when cleaning.
- (x) Principal and deputy principal shall be responsible for fire drills and evacuation procedures.
- (xi) 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

Infectious Diseases

It is the policy of the Board of Management of St. Benedict's N.S. 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 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, towels and a facility for the safe disposal of waste.

Yard Safety

- a) Children are supervised at all times.
- b) Specific areas on junior yard for each class grouping.
- c) Yard will be free of any dangerous obstacles.
- d) Children are encouraged to play in a safe manner on a continuous basis.
- e) Games or activities which are deemed to place pupils at risk of injury are not allowed.
- f) Under no circumstances are children to be allowed to carry the school bell.
- g) Children will not be allowed to take hazardous items to the yard e.g. pencils, rulers.
- h) Children must not take food to the yard at lunchtime.
- i) Children must line up in an orderly manner when going to and from the yard.
- j) Children must never enter the school on their own during lunch breaks.
- k) Indiscipline on the yard/classroom to be dealt with appropriately using DFL code of discipline.

Policy of the Wearing of Jewellery

The wearing of looped or large earrings, large finger rings and neck jewellery is prohibited at school. This is to prevent accidents whereby jewellery can be caught and pulled causing

- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
- (l) Check that wooden beams, benches etc. Are free from splinters and generally sound.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (n) Check that there are no uneven/broken/cracked paving slabs by caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained by Board of Management Safety Officer.
- (p) Teachers check that manholes are safe.
- (q) Check that all play areas are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside (caretaker).

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St. Benedict's N.S. 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.