

St. Martin De Porres N.S. Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy 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. A safety audit shall be carried out annually by the Board of Management and staff Safety Officers, and a report made to staff. All records of accidents and ill – health will be monitored in order to ensure that any safety measures required can be put to minimise the recurrence of such accidents and ill – health.

The Board of Management of St. Martin’s Primary School, Aylesbury wishes to ensure that as far as is reasonably practical:

1. The design, provision and maintenance of all places in the school shall be safe and without risk to health.
2. There shall be safe access to and from places of work.
3. Plant and Machinery shall be operated safely in as far as is possible.
4. Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
5. Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
6. Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
7. Plans for emergencies shall be complied with and revised as necessary.
8. This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
9. Employees shall be consulted on matters of health and safety.

The Board of Management of St. Martin’s Primary School recognised that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of St. Martin’s Primary School, Aylesbury, (Roll No. 19617W), 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 the employed while at work to:

1. 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. Co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of relevant statutory provisions.
3. Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or the thing provided (whether for his/her lone use or for the use by him/her in common with others) for securing his/her safety, health or welfare at work.
4. 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.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of 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 health, safety and welfare at Work Act 1989).

Consultation and Information

It is the policy of the Board of Management of St. Martin's Primary school to consult with staff in preparation and completion of hazard control forms, to make a copy of the safety statement available 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

It is the policy of the Board of Management of St Martin's Primary School that:

1. 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. A Fire Safety Company is employed to monitor, maintain the fire safety equipment in the school.

2. The Safety Officer will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked.(Responsibility of Management Safety Officer).
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety Officer).
5. 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.
6. A plan of the school shows assembly points outside the school.
7. Assembly areas are designated outside each building, and the locations specified.
8. Exit signs shall be clearly marked.
9. 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, is responsible for the office. Staff room is every teacher's responsibility. The Safety Officer shall be responsible for fire drills and evacuation procedures.
10. 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. These are more particularly list in the Schedule of Hazards.

1. Wet Floors
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric Kettle
8. Boiler House
9. Ladders
10. Excess Gravel on school yard
11. Protruding units and fittings
12. Flat roof of hall and flat roof of school
13. External store to be kept locked
14. Lawnmower
15. Garden stores
16. Icy surfaces on a cold day
17. Mats in hall
18. Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employees pages 1-2 of this document)

1. 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 the Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
2. In addition all such plant and machinery is to be used in strict accordance with the manufactures instruction and recommendations.
3. Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
4. All machinery and electrical equipment are fitted with adequate safeguards.
5. Precautionary notices, in respect of safety matters are displayed at relevant points.
6. Ladders must be used with another person's assistance.
7. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
8. Board of Management will check that floors are clean, even, non-slip and splinter proof.
9. Principal will check that PE equipment is stacked securely and is positioned so as not to cause hazard.
10. Check that all PE and other mats are in good condition.
11. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
12. Check that wooden beams, benches etc. are free from splinters and generally sound Vice Principal.
13. Check that vaulting horses, beams and benches are stable and do not wobble when in use Principal.
14. Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
15. Will check roofs, guttering, drain pipes etc as far as can be seen are sound and we. Board of Management/Safety Officer.
16. Caretaker checks that manholes are safe.
17. Check that all play areas are kept clean and free from glass before use.
18. Check that outside lighting works and is sufficient. Board of Management.
19. Check that all builder's materials, caretaker's maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
20. Check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of St Martin's Primary School that machinery, kitchen equipment and electrical appliances area to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks

Electrical Appliance

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent and authorised person, (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

1. All safety guards which are a normal part of the appliance are in working order.
2. Power supply cables/leads are intact and free of cuts or abrasions.
3. Unplug leads of appliances when not in use.
4. Suitable undamaged fused plug tops are used and fitted with the correct fuse.
5. Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of St Martin's Primary School 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 area, and protection provided to be used when handling them.(Secretary/Principal/Cleaner) where appropriate

Welfare

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, towels and soap and sanitary disposal facilities must be available

Members of staff and students are reminded:

1. 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.
2. 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 Floors

It is the policy of the Board of Management of St Martin's Primary School 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 the danger of slipping. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up and down stairs. Step edges shall be lifted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of St Martin's Primary School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units:

It is the policy of the Board of Management of St Martin's Primary School that the advice contained in the guidelines on the safe operation of VDU issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendation and directives

Infectious Diseases

It is the policy of the Board of Management of St Martin's Primary School 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 principles 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 adequate supply water, soap, towels and a facility for the safe disposal of waste.

It is the policy of the Board of Management of St Martin's Primary School that a member of staff shall be trained to provide First Aid to staff and pupils. The current nominated staff member is Susan.

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, Brian O'Donnell. 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 for the recording of all accidents and incidents by the Safety Officer, Brian O' Donnell.

The housekeeper will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

1. Sticking plasters - varying sizes
2. Anti- histamine for Stings etc
3. Tape
4. Gauze swabs
5. 3 Triangular Bandages
6. Crepe bandages
7. Waspeeze, Burneeze
8. Disinfectant (e.g.) savlon
9. Eye lotion (e.g.) Obtrex
10. Antiseptic cream & liquid
11. Cotton bandages
12. Cream for First Aid treatment of Burns
13. Antiseptic wipes
14. Scissors & tweezers
15. First Aid chart
16. Sterile dressings – varying sizes
17. Disposable gloves

Disposable gloves must be used at all times 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 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 his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

1. Those parking outside the school grounds are advised to accompany children to and from the school premises.
2. Children must be collected at the school itself if leaving for an appointment; they will not be allowed to walk to the Courthouse.
3. There is no vehicular access for anyone other than members of staff.

Revision of the is Safety Statement

This Statement shall be regularly revised by the Board of Management of St Martin's Primary School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on Behalf of the Board of Management:

Signed: Toni Thompson
(Chairperson of Board of Management)

Date: 12/12/2016

Safety Officer:
(Nominee of BOM)

Safety Officer:
(Nominee of BOM)

Signed: Tom Sweeney
(Principal)

Date: 12/12/2016

Date:

Date:

St Martin's Primary School, Aylesbury
 Schedule of Hazards, risks and Remedial Steps

	Hazard	Associated Risk	Action Recommended
1	Paper darts, aeroplanes	Eye injury	Forbidden in school
2	Shoe Lace untied	Tripping	Teachers and SNA, extra vigilant
3	Broken tables/chairs	Falling /cutting	To be removed and repaired
4	Running in school	Collision	Running prohibited (code of discipline)
5	P.E or gym room must be supervised	Injury	Teacher or SNA must always be present
6	School Tours	Various	When going on a school tour, a full itinerary and schedule of activities is given to, parent, Teachers must keep strictly to the plan of the day, and adequate supervision must be provided
7	Ice on school grounds	Falling	Teacher on duty outside school premises warning children to walk slowly. No play at break times if very slippery
8	Cycling on premises	Injury	Cycling prohibited - (code of discipline)
9	Torn carpet	Tripping	To be checked regularly and fixed
10	Mats	Tripping	To be checked regularly for curly and position and replaced as necessary
11	Children opening /closing windows	Injury	This must be only be carried out under the supervision of the teacher or SNA
12	Children lifting other children	Injury	This is prohibited
13	Cleaning agents and chemicals	Injury	These to be locked away and only used by adult staff of the school trained in their use

14	Tiles in wet areas and toilets	Slipping	Warning to staff and children , and floors to be kept dry
15	Electric heaters	Electrical overload leading to fire	Heaters must only be plugged directly into a wall socket they must never be plugged into an extension lead
16	Performances in hall	Evacuation	Both side doors to be unlocked at all times, these are fire exits
17	Computers	Fire risk	All computers must be switched off and unplugged each evening and when lighting is expected
18	Furniture in corridors	An obstruction in the event of evacuation	Remove obstructing furniture
19	Broken toilet seats	Falling	Cleaner to check when cleaning, to be fixed

Signed: Toni Thompson
(Chairperson)

Date: 12/12/2016