

# Temple Carrig School

## Safety Statement 2019

### Statement of policy

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work, this duty and duties outlined in preceding and subsequent legislation are understood as part of this duty. This duty extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

In addition to the legislative duties in safety, health and welfare, the normal duty of care is always a natural overriding duty.

To execute these duties, all responsibilities for health and safety matters are effectively assigned and fulfilled at all levels of the management and employees.

In its administration, the management will ensure adequate resources, both financial and otherwise are made available to provide for safety, health and welfare.

Through this statement, the undersigned will themselves and with associates and others as outlined, ensure that:

- a) Continuing risk assessments are carried out and reviewed.
- b) Systems of work are provided and maintained that are without risks to health.
- c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- d) Employees are provided with appropriate information, instructions, training and supervision as necessary to ensure their safety and safety of others who may be affected by their actions.
- e) In circumstances where it is not practicable to control or eliminate hazards, such protective clothing and equipment that is appropriate will be provided.
- f) The provision of maintenance of all plant, machinery and equipment is safe and without risk to health.
- g) The working environment of all employees is safe and without risk to health.
- h) The place of work is safe and without risk to health and that there is safe access to and egress from the work place.
- i) Monitoring activities are undertaken to maintain standards.

### Implementation

This policy statement will be implemented by **Mr. Alan Cox, School Principal** with the assistance of the pertinent staff as detailed in the statement.

## **Safety in Temple Carrig School**

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

This policy requires the co-operation of all employees and students. 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 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 Temple Carrig School, Greystones 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 shall be operated safely in so far as is possible
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health
- 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
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees
- Plans for emergencies shall be compiled with and revised as necessary
- 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
- Employees shall be consulted on matters of health and safety
- Provisions shall be made for the election by the employees of a safety representative

The Board of Management of Temple Carrig School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Temple Carrig School, Greystones, 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:

- (a) Take reasonable care for their own safety, health and welfare, and that of any person who may be affected by their acts or omissions while at work
- (b) Co-operate with their employer and any other person to such extent as will enable their employer or other person to comply with any of relevant statutory provisions
- (c) Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or the thing provided (whether for their own use or for the use by him/her in common with others) for securing their safety, health or welfare at work

- (d) Report to the Facilities 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 they become 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 Temple Carrig school to consult with staff in preparation and completion of hazard control forms, 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.

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 listed in more detail in Appendix 1: Schedule of Hazards.

1. Wet Floors
2. Gas tanks
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors
7. Fuse Board
8. Electric Kettle
9. Boiler House
10. Ladders
11. Excess Gravel on school yard
12. Protruding units and fittings
13. Flat roof of hall and flat roof of school
14. External store to be kept locked
15. Lawnmower
16. Slabs around perimeter of school
17. Garden stores
18. Icy surfaces on a cold day
19. Mats in hall
20. 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 Facilities Manager/Secretary/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to it's 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 students. Remove broken glass immediately on discovery
8. Facilities Manager will check that floors are clean, even, non-slip and splinter free
9. PE department 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. Facilities Manager/ Safety Officer and or Staff Safety Representative
12. Check that wooden beams, benches etc are free from splinters and generally sound Safety officer/PE department
13. Check that vaulting horses, beams and benches are stable and do not wobble when in use PE department
14. Check that there are no uneven/broken/cracked paving slabs. Facilities Manager
15. Will check roofs, guttering, drain pipes etc as far as can be seen are sound and weed free. Facilities Manager/Contractor
16. Grounds contractor to check that manholes are safe
17. Check that all play areas are kept clean and free from glass before use, Grounds contractor.
18. Check that outside lighting works and is sufficient. Facilities Manager
19. Check that all builder's materials, external stores etc are stored securely. Facilities Manager
20. Check that refuse is removed from building each day and is carefully stored outside. Cleaning contractor

### **Constant Hazards**

- Machinery
- Kitchen equipment
- Electrical appliances

It is the policy of the Board of Management of Temple Carrig School 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 by the catering company or cleaning contractors that own them

## **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent and authorised person, (ie) maintenance person, the supplier or their 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 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 policy of the Board of Management of Temple Carrig 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 locked area, and protection provided to be used when handling them. (Relevant department/Facilities Manager/Safety officer) where appropriate

## **Fire**

It is the policy of the Board of Management of Temple Carrig 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.
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 Facilities Manager/Safety Officer)
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (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 their classroom must ensure it is kept clear. With regard to the P.E. hall and main door, the Facilities Manager 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, location by the hockey pitch to the Lidl side of the school
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 Clerical Officer is responsible for the office. The staff room is every teacher's responsibility.
10. The Safety Officer shall be responsible for fire drills and evacuation procedures
11. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

## **Drugs and Medication**

It is the policy of the Board of Management of Temple Carrig School that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

## **Welfare**

To ensure the continued welfare of the staff and students, toilet and cloakroom areas are provided. A staffroom separate from the work area is, provided, where tea and lunch breaks may be taken. Staff must cooperate 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 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 Temple Carrig 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. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and students 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 Temple Carrig School that the school campus shall be a non-smoking area to avoid hazard to staff and students 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 Facilities Manager so that it may be immediately removed.

## **Infectious Diseases**

It is the policy of the Board of Management of Temple Carrig 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 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 water, soap, towels and a facility for the safe disposal of waste.

## **First Aid**

It is the policy of the Board of Management of Temple Carrig School that as many members of staff as possible shall be trained to provide basic and emergency First Aid to staff and students.

1. The Office staff coordinate:
  - Arrangements for giving first aid
  - Location of first aid supplies
  - Procedure of calling ambulance etc
  - Telephone numbers of local Doctor, Gardai, Hospital
2. 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.
3. An Incident Report Form is to be filled in and submitted to the Office for all accidents and incidents, no matter how trivial.
4. The Office will ensure that a well maintained and properly equipped First Aid Kit is available to staff at all times containing:
  - Sticking plasters - varying sizes

- Anti-histamine for Stings etc
- Tape
- Gauze swabs
- 3 Triangular Bandages
- Crepe bandages
- Waspeeze, Burneeze
- Disinfectant (eg) savlon
- Eye lotion (eg) Obtrex
- Antiseptic cream & liquid
- Cotton bandages
- Cream for First Aid treatment of Burns
- Antiseptic wipes
- Scissors & tweezers
- First Aid chart
- Sterile dressings – varying sizes
- 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 Office before gaining admittance to the School. Any contractor must make direct contact with the Secretary/Facilities Manager 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 Facilities Manager/Secretary or their nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Collecting Children**

1. In the interest of safety, all parent/guardians/carers must obey all signs upon entering the school grounds
2. Cars are advised to drive slowly on entering the school grounds when collecting children
3. Those parking outside the school grounds are advised to ensure they are parked legally and not causing an obstruction or nuisance
4. Students must sign out when leaving for an appointment to allow for correcting roll calls in the event of an evacuation

### **Revision of this Safety Statement**

This Statement shall be regularly revised by the Board of Management of Temple Carrig School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

*Approved by the Board of Management following a consultation process with the Student Council, PTA Committee and Teaching Staff:*

*28<sup>th</sup> June 2019*

## Appendix 1: Schedule of Hazards, Risks and Remedial Steps

|    | <b>Hazard</b>                          | <b>Associated Risk</b>  | <b>Action Recommended</b>   |
|----|--|-------------------------|---|
| 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  | Asking students to go on messages      | Various                 | Students must behave in a responsible manner and complete the task as quickly as possible   |
| 6  | Children moving tables and chairs      | Injury                  | This is done only with the help and close supervision of teachers or classroom assistants   |
| 7  | P.E or gym room must be supervised     | Injury                  | Teacher or SNA must always be present   |
| 8  | School Tours                           | Various                 | When going on a school tour, a full in itinerary and schedule of activities is given to the school office, approval form may be needed and is signed by parent, teachers must keep strictly to the plan of the day, and adequate supervision must be provided |
| 9  | Ice on school grounds                  | Falling                 | Teacher on duty outside school premises warning children to walk slowly. No play at break times if very slippery  |
| 10 | Cycling on premises                    | Injury                  | Cycling prohibited – (code of discipline)   |
| 11 | Manhole covers                         | Tripping                | All concrete manhole covers which are subject to spalling should be replaced by cast iron covers  |
| 12 | Over stacking of chairs in hall/stores | Toppling causing injury | The number of stacking chairs stacked on top each other must not exceed 8   |
| 13 | Torn carpet                            | Tripping                | To be checked regularly and fixed   |
| 14 | Mats                                   | Tripping                | To be checked regularly for curly and position and replaced as necessary  |
| 15 | Children lifting other children        | Injury                  | This is prohibited  |
| 16 | Guillotine                             | Injury                  | This is to be locked away and only operated by adult staff of the school trained in its operation or  |

|    |  |                               |   |
|----|--|-------------------------------|---|
|    |  |                               | by students under supervision   |
| 17 | Cleaning agents and chemicals  | Injury                        | These to be locked away and only used by adult staff or students under staff supervision    |
| 18 | Floor in toilets   | Slipping                      | Warning to staff and children, and floors to be kept dry                                    |
| 19 | Performances in hall   | Evacuation                    | Both side doors to be unlocked at all times, these are fire exits                           |
| 20 | Meetings in the school before dawn and after dusk- inadequate lighting | Tripping                      | Facilities Manager must ensure that all lights are lighting outside on timer                |
| 21 | Computers  | Fire risk                     | All computers must be switched off and unplugged each evening and when lighting is expected |
| 22 | Broken toilet seats  | Cuts, hygiene issue or safety | Cleaner to check when cleaning, to be fixed immediately by our contractor during next visit |

