



# Health and Safety Statement

The existing Health and Safety statement was reviewed following the introduction of the 'Guidelines on Managing Safety, Health and Welfare in Primary Schools'. All teaching staff and the safety representative from the Board of Management were involved in this review.

The Covid-19 School Response Plan and Logistics Plan were considered when reviewing this statement. All teaching staff and the safety representatives from the Board of Management were involved in this review.

### **Rationale**

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. The Board of Management of Eiltín Naofa is committed to safety and health. This statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health welfare standards in our school.

The Board of Management in drafting this statement has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management is also taking into consideration its 'duty of care' role in the school and this is an integral part of our Health and Safety Statement.

This policy requires the co-operation of all employees. It shall be reviewed regularly or if necessary, in light of experience, changes in legal requirements or operational changes. An internal and external safety audit will be carried out annually and a report made to staff and board of management. All records of accidents and ill health will be monitored to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill health.

### **Relationship to the characteristic Spirit of the School**

The Board of Management of Eiltín Naofa is committed to the creation of a safe and healthy working environment for all members of the school community.

## **Aims**

In drafting this policy the Board of Management aims to achieve the following with this statement:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks;
- to take into account the Covid 19 School Response Plan
- to ensure understanding of the school's duty of care towards pupils;
- to ensure that plans are in place in the event of emergencies and that they are complied with and revised as necessary;
- to protect the school community from workplace accidents and ill health at work;
- to outline procedures and practices in place to ensure safe systems of work;
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
- Provision of a safe workplace for all employees – teachers, SNAs, etc.
- To ensure competent employees, who will carry out safe work practices
- Safe access and egress routes
- Safe handling and use of hazardous substances and equipment
- Safe equipment including maintenance and use of appropriate guards
- Provision of appropriate personal protective equipment (PPE)

## **Responsibilities of employer - Board of Management**

It is the responsibility of the Board of Management to:

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Maintenance of an appropriate security and fire detection system
- Employ a suitable company to check all fire-fighting equipment in the school on an agreed regular basis
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practical.
- Ensure that an internal and external safety audit is carried out annually.
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare

## **Responsibilities of employees:**

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with.

Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report without reasonable delay any dangerous practices or situations that you are aware of to the Board of Management
- To take responsibility for their own classrooms and to ensure that in so far as is reasonably practical that the means of access are safe and free from hazards or risk
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

## **Role and Responsibility of the safety representatives (A Teacher and a Board of Management representative) (Section 25 Safety, Health & Welfare at Work Act 2):**

The safety representatives have the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from an inspector
- Consult and liaise with other safety representatives in the same undertaking.
- Prepare an orderly evacuation system in the event of a fire or any other event which may require children and staff to leave the school building, including a fire drill. This will be on display in every area of the school.

### **Role and Responsibility of the Cleaner**

- To protect their own health and safety and that of any other person likely to be affected by their work
- To report immediately accidents or safety concerns or defects to the Principal and Safety Officer
- Where a defect or safety concern is identified ensure suitable isolation to prevent reuse of equipment until it is made safe.

### **Role and Responsibility of the Contractors**

- All contractors employed by Eiltín Naofa will be required to comply with the requirements of the School Safety Statement.
- To protect their own health and safety and that of any other person likely to be affected by their work
- Adhoc/minor works, the contractor will be required to submit a Safety Statement plus the insurance details prior to commencing work. These must relate specifically to the work being undertaken on the school's behalf.

### **Hazard identification Procedures**

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them.

A hazard is anything that can cause harm or ill effects and can may include physical, health, biological, chemical and human hazards.

Risk means the likelihood of a harmful event such as an injury or death occurring from the hazard and is classified within the following categories:

- Extreme: Death or serious permanent disability
- High: Amputation of limbs, serious damage to spinal cord, or serious internal injuries
- Medium: Fractures, back injury, dislocation of joints, fingers
- Low: Cuts, open wounds, sprains, strains

The hazards (in so much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned in Appendix 1 Below.

### **Success Criteria**

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

## **Roles and Responsibilities**

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as soon as possible when identified.
- The Safety Officer, liaises with the Safety Representatives prior to board meetings and assists in the compilation of a risk assessment annually.
- \_\_\_\_\_ and Finola Fogarty are the Safety Representatives.
- Each member of staff has responsibilities as outlined at the beginning of the policy. All staff should use their own initiative in relation to safety issues.

## **Implementation**

These procedures will apply from \_\_\_\_\_

## **Timetable for Review**

The Safety Statement will be reviewed annually or more frequently if necessary.

## **Ratification and Communication**

The Board of Management officially ratified the policy on:

\_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson Board of Manageme

## Appendix 1

Hazard	Hazard Level (Low, Medium, High, Extreme)	Associated Risk to person	Action Taken/ Control Measure	Date
<b>External Hazards</b>				
School Fencing	Medium/high	Children leaving grounds and entering traffic/ falling into drain/ not being visible Cuts/ scrapes from torn wire.	Replaced with New Mesh Fence	30/08/2022
Manhole Covers	Medium	Children/adults slipping and falling on the covers	Staff on Yard duty to monitor – 2 teachers on yard duty	Ongoing
Two openings in the playing field area	High/extreme	Children leaving grounds and entering traffic	One sealed by new fence Staff to monitor during yard duty - 2 teachers on yard duty	30/08/2022 Ongoing
Traffic in the school yard	High	Children walking through moving vehicles	Staff to walk out with class and not let pupil move until vehicles stationary	Ongoing
Trees on Ballyconry side of school	Medium	Children entering there and not being visible. Scratches, scrapes from branches. Children climbing trees and falling causing breaks etc.	Staff to stop pupils entering bushes. Staff on yard duty to monitor-2 teachers on yard duty	Ongoing
Algal growth on school yard	Medium	Children/adults slipping and falling	Growth to be sprayed	Completed throughout Spring 2022
School Goal posts	Medium	Goal posts falling. Children hanging on crossbar	Posts panned to ground to prevent toppling.  Staff on Yard duty to monitor to prevent pupils	Christmas Holidays 2021 Ongoing

			climbing posts 2 teachers on yard duty	
School Basketball Posts	Medium	Running into Basketball posts and causing injury	Soft covers placed on Posts	12/03/2019
Open Drain running beside school fence	High	Children/adults slipping and falling	Grass on dike to be regularly cut short. Trees removed which were blocking path and causing moss growth due to overhanging path	Ongoing Easter 2022
Algal growth on footpath beside school fence	High	Children/adults slipping and falling into drain	Sprayed Trees removed which were blocking path and causing moss growth due to overhanging path	Spring 2022
School Gates – gaps in gate	High/Extreme	Children leaving grounds and entering traffic	Wire Mesh replaced	Spring 2022
School Shelter Roof	Medium	Blowing off	New Timber section added and roof nailed down	Easter 2022
<b>Internal Hazards</b>				
Leaking windows and Sky lights	Medium	Slips and falls on water leaking in	Apply for Grant to fix	Emergency works 2022 Skylights replaced Summer 2022
Hot drinks	Medium/High	Burns	Staff should not take hot drinks outside of the staff room unless they are suitable containers with secured lids (not just pop on lids). Disposable coffee	Ongoing



			cups not allowed on the school premises.	
Fire Extinguishers	Medium	Fire Extinguishers need regular servicing	Regular schedule of servicing	Ongoing