

Lecanvey National School

Safety Statement

The Board of Management (BOM) of Lecanvey National School recognises the importance of the Safety, Health and Welfare Act, 1989 and 2005, and the Safety, Health and Welfare at Work Regulations, 1993.

The health, safety and welfare of all pupils, staff and employees is of paramount importance in Lecanvey NS. This Safety Statement is indicative of our commitment to secure an educational environment that is as safe and healthy as is reasonably possible for all pupils, staff and employees at all times.

In accordance with the Safety, Health and Welfare Act, 1989 and 2005, the BOM will ensure in so far as is reasonably possible the following:

- A safe premises for teaching and learning
- A safe means of access to and from school
- The preparation, revision, and communication of plans to be followed in emergencies e.g. Fire drill, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance
- Obtaining, where necessary, the services of competent persons for the purpose of ensuring the safety and health of its pupils, staff and employees
- The continued updating of the Safety Statement
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection of a safety representative on the BOM

The BOM recognises that its statutory obligations under legislation extend to all pupils, staff, employees, any other persons legitimately conducting school business and the public.

The Principal, Kevin O'Malley, is the staff Safety Representative of Lecanvey NS and he will ensure that this statement is brought to the attention of all staff members and employees.

Duties of Employees

It is the duty of every staff member of Lecanvey NS to:

- be aware of the first aid procedures in the school and to know the location of the first aid boxes
- take reasonable care for their own safety, health and welfare and that of any person who may be affected by their acts or omissions at work
- ensure that the clothing and footwear worn at work are suitable from a safety viewpoint
- report any defects in teaching aids, equipment or machinery immediately to the caretaker (*record in maintenance book with name and date*)
- report any accident or damage, however minor, to the Principal (Safety Rep)
- ensure that corridors and doorways are kept clear and free from obstruction

- ensure that they know the procedures in the event of a fire
- not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury
- not to try to use, repair or maintain any equipment for which they have not received full instructions or training
- suggest ways of eliminating hazards and improving working methods in the school
- have read and understood the school's Safety Statement and carry out their work in accordance with its requirements

Consultation and Information

It is the policy of the BOM of Lecanvey NS to:

- consult with staff in the preparation and completion of the Health, Safety and Welfare Statement
- issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management
- convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available
- ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans

Hazard Identification, Risk Assessment and Control Measures

The BOM of Lecanvey NS recognises that activities within the school building and grounds may present risks to health, safety and welfare. Each school year a hazard identification and risk assessment of the school building and grounds will be carried out by management and staff (See Appendix 1). Following this, necessary repairs will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, health and safety issues will be included on the agenda of each staff meeting and Board of Management meeting throughout the school year.

Hazards

The BOM of Lecanvey NS, in consultation with staff, identified the following areas as requiring special care, and put in place the following measures in order to prevent injury or damage to pupils, staff, employees and the public.

Fire

- There is an adequate supply of fire extinguishers and all staff can use them
- All fire equipment is checked regularly
- All staff and pupils are aware of the action to be taken in case of a fire
- Fire drills will take place at least once a term
- Fire alarms will be clearly marked
- Signs are clearly visible to ensure visitors are aware of exit doors
- Designated Fire assembly point outside the building
- All electrical equipment is switched off or unplugged outside of school hours
- The "Be Safe" lessons are taught at each class level as part of SPHE

First Aid

- A First Aid box is available in the school.
- A first aid kit for school trips is stored in the office
- All classrooms have disposable gloves for use
- In case of allergies disinfectants, creams or sprays will not be applied. Hypo-allergenic plasters are available for use
- Ice packs are stored in the freezer in the staffroom

- If staff notice that first aid supplies are low they must inform the safety rep.

Welfare Facilities

- Teachers train pupils in good hygiene practice, especially in the areas of personal hygiene, eating habits and using the toilet facilities.
- Toilet facilities are maintained in a good, clean and hygienic condition.
- Toilet paper, soap and hand towels are provided in each toilet.
- Adequate washing facilities are provided.
- Rubbish is not allowed to accumulate.
- Proper ventilation exists in all rooms.
- School furniture is maintained and repaired if necessary.

Trips and Falls

- All classrooms and corridors are adequately lit
- Defects in flooring and lighting must be reported immediately
- Floors are cleaned and dried daily and kept in good condition. Floors are washed outside of school hours to eliminate the danger of slipping.
- All spillages must be cleaned up immediately.
- Electrical cables must not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils or visitors.
- All light fittings, windows and skylights are cleaned regularly and broken light bulbs replaced.
- All external paths are maintained to ensure that they do not cause a trip hazard
- All corridors, doorways and pathways are kept clear of obstruction.
- Schoolbags are stored under desks or on the back of chairs.
- Chairs should be pushed in when children are leaving the classroom.
- Pupils are not allowed out during break time if the yard is flooded or when there is ice or heavy frost on the ground.
- Children must wear suitable footwear at all times- runners must be worn for P.E.
- Coats must be hung on coat hooks provided.
- Our Code of Good Behaviour encourages the children to move around the building in a calm and quiet way. (See Code of Good Behaviour)

Drugs/Medication

All medications are kept in a secure cabinet, locked at all times. Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents in writing. (See: Administration of Medication Policy)

Machinery, Equipment and Electrical Appliances

All machinery, equipment and electrical appliances should only be operated by competent persons. All equipment is subject to regular maintenance checks.

Chemicals

Cleaning materials and those that might constitute a chemical hazard such as solvents, photocopier toner etc. will be located out of the reach of children.

Access to Employees

If an employee feels at risk from or threatened by a particular person on school property this must be drawn to the attention of the BOM. The BOM will ensure that in such circumstances all appropriate measures will be taken to protect employees. (See: Anti-Bullying Policy)

Stress in the Workplace

Occupational stress is an increasing concern for managers and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. The BOM recognises that the pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence or laziness. In such cases, safeguards and controls will be implemented at organisational level. This can include social support, career development and training, managerial support, control of one's own work and positive staff communication.

Links to other policy/planning areas:

Prevention: SPHE curriculum, strand unit on 'Safety and Protection'

Procedures: School Code of Good Behaviour
Anti-Bullying Policy
Administration of Medication Policy

Review and Monitoring:

This Safety Statement will be reviewed regularly by the BOM in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

It was reviewed by staff and ratified by the BOM on 01/10/18. It will be reviewed again in two years or sooner if the need arises.

This policy adopted by Board of Management on 11/10/2022

Signed: *Ser-Duinn* Chairperson of BOM

Signed: *Ken O'Malley* Safety Officer (Nominee of BOM)

Signed: " Staff Safety Representative

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Hazard and Risk Identification Sheet

Location: _____

Risk/Hazard	Grade	Control Measures	Action By	Check

(Please note the Grade of the risk: H-high risk, M-medium risk, L-low risk)

Signed: _____ Date: _____