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School Safety Statement

Introduction

The Board of Management of St Paul's N.S. is committed to protecting the safety, health and welfare of all its employees, pupils and visitors to the school (school users) insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health at Work (Construction) (Amendment) Regulations 2008, as well as all other relevant statutory provisions and Codes of Practice.

The Board will determine and maintain appropriate policies on school safety, welfare and supervision for all school activities, whether taking place in or outside school premises. In order to fulfil this commitment the Board will identify and evaluate and then eliminate or reduce all hazards to which employees, pupils or other school users may be exposed.

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. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document their health and safety programme and make it available to all employees.

Aims

- To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
- To ensure understanding of the school's duty of care towards pupils.
- 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.
 - Encouragement of safe work practices.
 - Safe handling and use of hazardous substances and equipment.
 - Maintenance of equipment.
 - Provision of appropriate personal protective equipment e.g. gloves for cleaning.

Responsibilities of the Board of Management

It is the responsibility of the Board of Management to ensure that there is a Health and Safety Statement in place in St Paul's N.S. and that this Safety Statement is made available to all relevant personnel. Moreover, this statement needs to be reviewed on a regular basis and needs to be complied with by all relevant personnel.

Duties of the Board of Management

The Board and (if appointed) the safety officer have the following duties:

1. To ensure, as far as possible, the provisions of the school safety statement are observed on a day-to-day basis.
2. To ensure the Safety Statement is brought to the attention of all employees, parents and pupils and they act in such a way that their actions do not put either themselves or others in danger.
3. To ensure the Safety Statement is revised regularly, and wherever necessary to reflect changes and developments in the school, and in health and safety regulation.
4. To ensure that risks are assessed and hazards are eliminated or minimised as far as is reasonably practicable.
5. To organise and document the safety audit every three years by the Insurance Company.
6. To ensure appropriate supervision is in place to monitor and control the school activities.
7. To establish an emergency evacuation procedure and ensure regular evacuation drills are practised each term.
8. To ensure that all escape routes are properly marked, access to emergency exits are not obstructed and assembly points are clearly marked.

9. To investigate all accidents or near accidents, to employees, members of the public or pupils.
10. To ensure all accidents or near accidents are recorded in the Accident Report Folder and that remedial action is taken to prevent a recurrence.

Actions to be taken by the Board

The Board will follow the under noted procedure to identify and control risks:

1. Carry out a safety inspection of the school regularly and identify any hazards that might expose any of the school users to risks of injury and damage.
2. Implement a programme of risk assessment and reduction to eliminate or reduce the risks identified during these inspections.
3. Provide and maintain a safe system of work, including safe access and egress from the school, for all employees and school users having regard to statutory requirements.
4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the school.
5. Encourage and integrate a climate of safety and health into all schoolwork and school activities.
6. Review the safety policy regularly and update the policy where necessary, taking into account any changes in school activities or premises.
7. Consult with teachers, employees, voluntary workers and school committees on safety, health and supervision matters.
8. Make copies of the school safety statement available to employees, school committees and any other persons who are entitled to see it.

Duties of Employees

It is the duty of every employee while at work:

1. 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.
2. To co-operate with this School Safety Statement.
3. To use protective clothes and equipment provided if necessary.
4. Not to be under the influence of any intoxicant to the extent that they may endanger their own or other person's safety.
5. Not to engage in improper conduct that will endanger anyone.
6. To report to the Board of Management without unreasonable delay any defects in equipment or in the place of work or any other relevant safety concerns.
7. To inform the Board of Management of any disease or illness that adds to safety risks.
8. Not to interfere or misuse any safety equipment in the workplace.

Procedures to Deal with Emergencies:

Family Contact Details

These are updated annually at the beginning of the school year. Contact details are kept in both classrooms, on the office notice-board and in the First Aid box. In case of an emergency, parents/guardians are contacted by telephone – home and work land lines and mobile phone numbers are kept on record.

Emergency Phone Numbers (Appendix B)

The telephone numbers for the guards, the fire station, the hospital, the local G.P and dentist can be found on the key safe box and notice-board in the office, in each classroom and in the First Aid box in the kitchen.

Fire Evacuation Plan (Appendix C)

Evacuation of the premises should be carried out in accordance with the Fire Evacuation Plan which is in each of the classrooms, G.P. room, kitchen and office. No one under any circumstances should go back into the school searching for a missing person. The Fire Brigade personnel are trained and have the protective equipment to do this.

Serious Accidents/ Injuries

Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones or head/eye injuries. The child is kept under intense observation until parents/guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

Very Serious Injuries

In the event of very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident and Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents are kept informed of the developing situations.

Procedure for Teacher Absence

It is the responsibility of the teacher who is absent to contact an appropriate substitute from the substitute list which is updated each September. The teacher should also inform the principal of the absence. In the case where a class teacher has to leave the school due to injury or unforeseen circumstance, all pupils should be supervised in one room by the remaining teacher if the Learning Support teacher is not available to supervise.

Constant Hazards

All school users should be aware of the following sources of potential danger where due care should be taken. The Board of Management will make every effort to minimise all risks to safety from these sources. However, all school users are obliged to take extra care with these hazards.

-Electric Kettle and hot water dispenser

-Microwave

-Guillotine

-Laminator

-Step ladder

-Fuse Board

-Icy surfaces on a cold day (The Board of Management will make every effort to ensure that these surfaces are salted during severe weather conditions.)

To minimise these dangers, the Board of Management insists that access to the equipment listed above is limited to staff members only.

Chemicals

All cleaning agents, chemicals and solvents are stored in a locked cupboard in the kitchen. Only staff members have access to this cupboard. Cleaning staff should always wear appropriate protective clothing such as gloves when using these chemicals.

Smoking

The whole school premises is a non-smoking area.

First Aid

The First Aid Box is located in the kitchen. It contains:

-plasters

-steriflow eye-wash

-alcohol free wipes

-antiseptic cream (germolene)

-sterile dressings

-bandages

-tape

-arnica (for sprains and bruises)

-disposable gloves

-burn gauze

-burneze

Ice packs can be found in the freezer.

The staff member on duty will decide on and administer appropriate first aid.

An accident and injury form is then completed.

Manual Handling:

SNAs must complete a course in ‘‘People Moving and Manual Handling and keep it updated on a regular basis.

Hoist:

The ceiling hoist and manual hoist in the universal access toilet will be serviced on an annual basis as recommended by ‘Beechfield Healthcare.’

Security Alarm System:

There is a contract with Bell Communications Monitoring Company in place. The school alarm system is set each time the school is left unoccupied. In the case where the alarm is activated and the Monitoring Company contact the key holders (currently the Caretaker, the Principal and the Chairperson), it is the responsibility of the keyholder to contact the gardai if he/she judges it necessary.

Fire Alarm System

A fire alarm system was installed in 2009 and there is a service contract in place which ensures it is serviced four times a year. The Emergency Lighting System is serviced in conjunction with the fire alarm system. The fire alarm system is also connected to Bell Communications Monitoring Company.

Fire Extinguishers

Fire extinguishers are in place throughout the school and are serviced annually. A pendant/suspended fire extinguisher is in place in the boiler room.

Security Cameras

A Security Camera system is in place with five outdoor cameras and two indoor cameras. These security cameras have a thirty day relay.

Oil Tank

For safety and security, a wooden fence has been erected around the oil tank.

Bin Storage

The bins are stored in a walled area with a locked gate away from the school building.

Access to School

The Board of Management has installed a security intercom system on each door which requires the entry of a code to gain access to the school. Any visitors to the school must identify themselves before gaining entry.

Construction, Maintenance and Repair Work

- The Board of Management recognises that particular hazards may occur when work of this nature is being carried out at the school.
- General responsibility for regulating persons who undertake such work, whether contractor or direct employee, remains with the Board of Management.
- When engaging any **contractor** the Board will –
 - Bring the requirements of this safety statement, insofar as it affects them, to the attention of the contractor.
 - Ensure the contractor is aware that he/she is required to comply with the school safety statement, and must do nothing that will compromise or oppose the school safety rules and evacuation procedures.
 - Advise the contractor of any special hazards or features at the school that might endanger his/her health or safety or the health or safety of his/her employees.
 - Require the contractor to submit a copy of his/her site safety plan before any work starts. The contractor must prepare this in compliance with the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2008 and it must deal specifically with such issues as curtailment of work when children are on breaks, regulation of incoming and outgoing vehicles, control of noise and dust, hours of work, times of access and exit, fencing off the work area, security of the work site and any other matter required to recognise the shared nature of the premises during the work.
- When engaging any **employee** to carry out work the Board will –
 - Bring the requirements of this safety statement to the attention of the employee.
 - Ensure the employee is aware he is required to comply with the school safety statement, and must do nothing that will compromise or oppose the school safety rules and evacuation procedures.
 - Advise the employee of any special hazards or features at the premises, or in the work that he/she is required to do that might endanger his/her health or safety.
 - Ensure any equipment provided by the school such as ladders, machinery and materials are in good condition and suitable for the work involved.

Safety Audit

A safety audit will be carried out on a regular basis of all school property, grounds and boundaries. The purpose of this audit is to identify potential hazards, state how they may be eliminated or reduced to an acceptable level and to record the findings on a Risk Assessment Audit Sheet.

- The school will be inspected to identify the hazards in
 - The perimeter, entrances and approaches

- The play areas and ground
 - The school buildings and services
- The safety audit will consider the school activities, whether in or outside of the premises, or while travelling to school-organised events and identify the hazards that may arise.
 - Fire Safety Planning
 - Extinguishers will be replaced when necessary and serviced at least annually
 - Emergency evacuation drills will be carried out each term
 - All emergency exits will be checked and clearly marked
 - Access to exits will not be blocked or obstructed
 - Staff will be trained in the use of fire extinguishing equipment
 - All maintenance tools and equipment will be checked and serviced annually and all chemicals, detergents and cleaning fluids will be kept only in clearly identified containers in locked storage.
 - The safety audit will determine where safety training needs exist for the reduction or elimination of risks.
 - The safety audit will determine what personal protective clothing and equipment is necessary for the safer performance of employee duties.
 - A First Aid box is provided in the General Purpose Room. This should be checked and replenished on a yearly basis.

Risk Assessment Audit

- A written record of this risk assessment audit will be
 - Prepared by the person(s) inspecting
 - Submitted for the attention of the Board
 - And a permanent record kept with this Health and Safety Policy
- The risk assessment audit report will include details of the following
 - Premises inspected.
 - Date of inspection.
 - Details of who carried out the inspection.
 - Hazards identified and their level of risk.
 - Remedial action(s) taken.
- The report will be signed by the person(s) who undertook the inspection.
- A copy of the latest school safety audit report is attached to this safety policy as Appendix A.

Other School Policies

The Board of Management and the school also maintain policies relating to

1. School hours, attendance and supervision.
 2. Substance Use Policy.
 3. Anti-Bullying Policy.
 4. Supervision Policy.
 5. Child Protection Policy.
- These policies and procedures have a direct bearing on the safety of pupils and teachers and are taken into account when the overall safety statement for the school is decided.
 - The details of these policies are set out in the school regulations, and observance of them is required in the same way as if they were reprinted as an integral part of this safety statement.
 - Details of these policies may be obtained from the school office on request.

Monitoring and Review

It will be necessary to review this plan on a regular basis to ensure optimum implementation of this School Safety Statement. This policy will be reviewed in accordance with the three-year school development plan.

Modification Clause

The Board of Management reserves the right to modify details of the School Safety Statement at short notice. Such modification may be needed in an ever-changing environment and social context.

Policy Ratified on: _____

Signed by: _____

Chairperson

Dated: _____

Appendices:

- **Appendix A:** Risk Assessment Audit Sheet
- **Appendix B:** Emergency Contact Numbers
- **Appendix C:** Fire Evacuation Plan
- **Appendix D:** Risk Management Report from Ecclesiastical Insurance.

Appendix A
Risk Assessment Audit Sheet

Carried out on: 20th May 2016

Inspected by: John Morrison (Ecclesiastical Insurance) and Serena Senior (A. Principal)

Identified Damage/Hazard	Location in School	Low/Medium/High Risk	Action Taken	DATE
<ul style="list-style-type: none"> Electrical Inspection to ensure all electrics safe 	Throughout	Low	<ul style="list-style-type: none"> Mr Harry Nicholls, electrical contractor inspected the school and issued a certificate of inspection which was forwarded to Ecclesiastical Insurances. 	14-06-16
<ul style="list-style-type: none"> Update and revise the Safety Statement 	Throughout	Low	<ul style="list-style-type: none"> The Board of Management updated and ratified the Safety Statement 	22-06-16
<ul style="list-style-type: none"> Confirmation of SNA having completed Manual Handling Course. 	Office	Medium	<ul style="list-style-type: none"> Manual Handling Course completed and certificate filed in office in Professional Development File. 	04-03-15
<ul style="list-style-type: none"> Water temperature too high in toilets 	Toilets	Medium	<ul style="list-style-type: none"> Water temperature turned down by caretaker 	10-06-16
<ul style="list-style-type: none"> Slips, trips and falls 	Throughout	Low	<ul style="list-style-type: none"> Ensure caretaker salts the entrances and yard on frosty mornings. Visual Checks 	On-going
<ul style="list-style-type: none"> External Doors slipping and security locking mechanism not slipping in to place 	External Doors	Medium		

Appendix B

EMERGENCY PHONE NUMBERS

GARDAI - Mountmellick - 8624140

- Portlaoise - 8674100

FIRE STATION - Mountmellick - 8644408

HOSPITAL - Portlaoise - 8621364

LOCAL GPS - Dr Bergin - 8624299

Dr Vivek Mahadev - 8624340

-089 4261299

DENTIST - Anne Dillon - 8679927

CHAIRPERSON - Rev. Tim Irvine - 8624143

NATIONAL POISON CENTRE- (01) 8092166

Appendix C

FIRE EVACUATION PLAN

- Your **Assembly point** is: The sign at the stile

Telephone Numbers:

Fire Brigade Station **999 or 112**
Mountmellick: 057-8644408

Garda Station **999 or 112**
Mountmellick: 057-8624140

Garda Station
Portlaoise 057-8674100

ON HEARING THE FIRE ALARM:

- The teacher in charge will be responsible for ensuring that the Fire Brigade is called immediately.
- Teachers will take up the roll book and marshal their classes in an orderly manner to the assembly point by an exit route away from the fire.
- Everybody will immediately make their way to the assembly point.
- Anyone not with their class or group when the alarm sounds will make their way direct to the assembly point and join their appropriate class or group.
- There must be no rushing or over-taking, on the way to the assembly point.
- As soon as classes and groups are assembled, a teacher will take a roll call.
- No other person must leave the assembly point to recover clothing, books etc. until permission has been given - in the case of a drill by a teacher - in the case of a fire by the fire officer in charge.