



Safety Statement

Saint Patrick's de la Salle BNS

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 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 in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Saint Patrick's de la Salle 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 may 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 complied 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.

The current Safety Officer is Brendan Burke

 Coote's Lane, Kilkenny, R95DX80

 Doireann Hester - Principal

 056 - 776 1081

 office@stpatriksdelasalle.com
principal@stpatriksdelasalle.com

Reg. Charity No. 20206147

School Roll No. 17854D





The Board of Management of Saint Patrick's de la Salle 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 Saint Patrick's de la Salle undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Health and Safety within the school is and always has been, an intrinsic duty incumbent on all employees and school community members and one which calls for constant vigilance-it is everybody's business

Duties of Employees

It is the duty of every employee while at work:


- (a)** 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 while at work.
- (b)** To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c)** To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d)** To 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. A maintenance book exists to report faults or repairs to caretaker.


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 or 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 safety, health and welfare at Work Act 2005).

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Consultation and Information : It is the policy of the Board of Management of Saint Patrick's de la Salle to consult with staff in preparation and completion of hazard control forms, to make a copy of the safety statement available on the staff drive 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 Saint Patrick's de la Salle that:

- (i)** 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.
- (ii)** The Health & Safety Officer shall be responsible for fire drills and evacuation procedures. On ringing of alarm, the teacher will take down the laminated list of pupils and lead pupils to the numbered assembly point through the nearest exit and call roll from the list when assembled. Principal, Deputy principal and safety officer check rooms. 4 upstairs classes exit down fire escape.
- (iii)** Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv)** Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (v)** 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 - Health & Safety Officer will see they are free of obstruction.
- (vi)** A plan of the school shows exits and fire assembly points outside the school.
- (vii)** Assembly areas are designated outside the building, and the locations specified.
- (viii)** Exit signs shall be clearly marked.

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(ix) A fire drill will take place twice a year.

(x) 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. Cleaner to check when cleaning.


(xi) 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.

1. Wet corridors.
2. Gas tanks
3. Trailing leads
4. Computers
5. Guillotine
6. Laminator
7. Fuse Board
8. Electric kettles/Burco
9. Boiler house
10. Ladders
11. Excess Gravel on school yard from flower bed
12. Protruding units and fittings
13. Flat roof of school
14. External store to be kept locked
15. Lawnmower
16. Garden stores/school garden
17. Icy surfaces on a cold day
18. Mats in hall
19. Windows opening out
20. Carrying of hot drinks in areas where there are pupils.
21. Cars on lane
22. Dog fouling field and lane
23. Dangerous litter in field and on lane.

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24. Stairs
25. Scissors
26. Wet leaves
27. Chairs
28. Schoolbags
29. Swing in ASD
30. Bike shelter
31. Scooter area
32. Muddy grass
33. Stairs
34. Fire escapes
35. Wheelie bins


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

- 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 this Safety Statement will be available and on display 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.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturers instructions and recommendations.
- Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders, where possible, should be used with another person's assistance.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- The Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- The PE postholder will check that PE equipment is stacked securely and is positioned so as not to cause a hazard and check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer, Caretaker and Staff Safety Representative.
- Check that wooden beams, benches etc. are free from splinters and generally sound. Caretaker Check that there are no uneven/broken/cracked paving slabs. He will check that roofs, guttering, drain pipes etc. as far as can be seen are maintained and check that manholes are safe.

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- Check that all play areas, especially sand pits, are kept clean and free from glass before use. Teachers SNAs and caretaker
- Check that outside lighting works and is sufficient. Board of Management.
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Board of Management Safety Officer.
- Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

Supervision - It is the policy of St. Patrick's De La Salle to provide **adequate supervision** during all school activities. This includes class activities and excursions both inside and outside of school, lunch breaks, school tours and any other activities which may arise. Further information on supervision is provided in our Supervision Policy.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Saint Patrick's De La Salle 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.


Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) caretaker, the supplier or his 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 Saint Patrick's de la Salle 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. (Secretary/Cleaner/Principal where appropriate).

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Drugs and Medication

It is the policy of the Board of Management of Saint Patrick's de la salle that all drugs, medications, etc. be kept in a secure place away from pupils. Ana pens that are prescribed for a child with allergies are kept in the first aid box assigned to the relevant class for yard duty for quick access and safely stored outside the staffroom.

Welfare

To ensure the continued welfare of the staff and children, 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 co-operate 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:

(a) 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 effect 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.

(b) 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.

Mental Health and wellbeing


We at our school are committed to promoting a positive work environment, looking after the mental health and wellbeing of both staff and pupils.


We have a robust Anti-bullying policy in place and are conscious of the hazards of:

- Pupils bullying pupils
- Staff bullying pupils
- Pupils bullying staff
- Staff bullying staff

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Smoking

It is the policy of the Board of Management of Saint Patrick's de la Salle 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.

Highly Polished Floors

It is the policy of the Board of Management of Saint Patrick's de la Salle 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 as far as possible, 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 pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Infectious Diseases

It is the policy of the Board of Management of Saint Patrick's de la Salle 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 an adequate supply of water, soap, paper towels and a facility for the safe disposal of waste. The management of Infectious diseases will follow whatever current Government/HSE guidelines are in force at any given time.

First Aid

It is the policy of the Board of Management of Saint Patrick's de la Salle that members of staff shall be trained to provide First Aid to staff and pupils.

All staff are to receive training in the use of a Defibrillator

Notices are posted in staffroom detailing:

- Photographs of children with emergency medical needs
- arrangements for giving first aid and about Ana pens, insulin and Defibrillator
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

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- All incidents, no matter how trivial and whether to employees, 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. **The Accident Report book** is to be filled in by the person managing the incident and checked by the Safety Officer.

Ms Brennan (Deputy Principal) will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:


- sticking plasters
- Anti-histamine for Stings, etc.
- Antibacterial hand sanitiser
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- Ice packs
- Paper towels

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.

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Flight Risk


- A certain number of pupils are a flight risk. The procedures to prevent this are as follows. It is everyone's responsibility to ensure:
- All doors to outside fitted with coded locks These are to be kept locked after a class exits or enters the school
- Senior yard gate and two infant yard gates and door to John of God to be kept locked at all times.
- Front door to be locked by key if someone exits.


Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Any child leaving school early has to be signed out in Early leaving book
- (3) Cars are advised to drive slowly up lane and not to pass the sign unless a member of staff.
- (4) Staff are to drive slowly up the lane and be mindful of children approaching school when parking.
- (5) Staff should not drive down lane until pupils have left the school area
- (6) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (7) Pupils should not run down lane
- (8) Pupils should not mount bicycles until past school premises.
- (9) Parents, pupils and staff should be mindful of parents and pupils using scooters on lane.

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Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Saint Patrick's de la Salle 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:

Chairperson: Olivia Coppinger Date : 11th March 2024

Principal: Doireann Hester Date : 11th March 2024

Safety Officer : Brendan Burke Date : 11th March 2024

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005

Members of the Board of Management:

Chairperson: Olivia Coppinger

Board Members:

Chairperson: Olivia Coppinger

Principal: Doireann Hester


Secretary: Doireann Hester

Treasurer: Paschal Bergin


Other Board members:


Safety Officer: Brendan Burke

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

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