



St Mary's NS

**Health and Safety
Statement**

March 2024

SCHOOL NAME: St Mary's National School.

ADDRESS: Bishop Street, Limerick.

PHONE: 061-419264.

SCHOOL TYPE: Primary School.

HOSPITAL: St. John's 061-462222 UHL 061-301111.

AMBULANCE: 061-228799.

FIRE BRIGADE: 061-407100

GARDA: Henry St. 061-212400 **Mayorstone** 061-456980.

SAFETY OFFICER BOARD OF MANAGEMENT: Fr Gerard O'Leary

DEDICATED SCHOOL LINE FOR PRINCIPALS: 01-2408785

HSE LIVE: 1850 24 1850

REGIONAL PUBLIC HEALTH NUMBERS: 061-483338

NCSE LINE FOR PRINCIPALS: 01-6023233

CPSMA: 01-6292462 AND info@cpsma.ie

STAFF SAFETY REPRESENTATIVE: Dervila Kelly

This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:

- Provision of a safe workplace.
- Safe access and egress routes.
- Safe handling and use of laboratory chemicals.
- Safe equipment including maintenance and use of appropriate guards.
- Provision of appropriate personal protective equipment.

Signed:

John Dwyer

Date:

20th March '2024

Manager/Chairperson Board of Management

Name of Deputy (in absence of above):

Eoghan O'Byrne

Introductory Statement:

This statement was drafted based on current practice and agreed following draft, redraft and consultation from April 2013 to June 2013. This statement was updated in September 2014, November 2015, November 2016, 2017, 2018, September 2019, January 202, November 2023 and March 2024.. A safety audit is conducted by Martin McKeogh at the beginning of each school year and any ensuing concerns are then communicated to the Principal for the attention of the Board of Management.

Rationale:

It is a legal requirement under the Safety, Health and Welfare Work Act 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. The aim of the Act is the prevention of accidents and ill health in the workplace. This policy represents the Board of Management of St. Mary's N.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 the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management also accepts its 'duty of care' role in the school and acknowledges that this is an integral part of our Health and Safety Statement.

Relationship to characteristic spirit of the school:

This policy is intended to lead to the creation of a safe and healthy environment for all members of the school community in line with our caring Catholic ethos and our commitment to life-long learning. Under section 18 of the Safety, Health and Welfare Act, 2005, the Board of Management will appoint from within the Board a Health and Safety Officer who will oversee the implementation of the Health and Safety policy (current officer Fr Gerard O'Leary). Dervila Kelly is the Staff Health and Safety Representative. Eoghan O'Byrne is the Designated Liaison Person (DLP) for Child Protection issues and Marian Kennedy is the Deputy DLP.

Aims

The Board of Management aim:

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 – teachers, SNAs, secretary, caretaker (minimal physical/emotional risk).

To ensure competent employees, who will carry out safe work practices. (eg. Training and communication).

Safe access and exit routes (eg. Assembly and dismissal).

Safe handling and use of hazardous substances and equipment (eg Cleaning).

Safe equipment including maintenance and use of appropriate guards (eg. Electrical).

Provision of appropriate personal protective equipment (eg. Protective gloves).

St. Mary's National School has 15 full time teaching staff members, an Administrative Principal, a Home School Liaison Teacher and 9 SNAs. We have a part time care-taker and secretary.

We have 2 visiting S.C.P. project workers Monday to Thursday.

We have visiting music teachers from SOWS.

We also employ a varying number of contract staff.

Our area of concern includes all school buildings, 3 school yards and an adjacent playground. There are 110 children approximately attending the school (including pre-school).

Responsibilities of employer - Board of Management: These responsibilities will be carried out through the Designated Safety Officer under the direction of the Board.

Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.

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 practicable.

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

Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies...)

Monitor all records of accidents and ill-health in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

Be mindful that its duty of care will also be considered in all areas and aspects of school life. The Board of Management recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

Responsibilities of Employees

Health and safety is everyone's business. As an employee of St. Mary's National School there are legal duties designed to protect you and those you work with.

Responsibilities include:

Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted.

To co-operate with the Board appointed Safety Officer, School Principal and safety representative 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 any dangerous practices/hazards/risks/concerns or situations that you are aware of to the safety representative or school Principal.

Not to interfere or misuse any safety equipment at your workplace.

If you are suffering from a disease or illness (mental or physical) that adds to risks, to tell your employer. 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.

Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act, 2005) .

The safety representative has the right to:

Represent all staff of St. Mary's National School in consultation with the employer on matters in relation to health and safety.

Inspect the place of work on a schedule agreed (first week of each term) with the Safety Officer (and the Principal) and immediately in the event of an accident, dangerous occurrence or imminent danger of risk to the safety, health and welfare of any person.

Receive appropriate training on request.

Investigate accidents and dangerous occurrences.

Investigate complaints made by employees. Incidents should be recorded in writing by staff member/s and passed on to the Safety Representative. A report to the B.O.M. if deemed necessary by the Health and Safety Staff Representative and the teacher's representative on the B.O.M. The Health and Safety Officer appointed by the B.O.M. will subsequently deal with the matter.

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 a Safety Inspector /B.O.M.

Consult and liaise with other safety representatives in other schools in the same undertaking.

Carry Out a Risk Assessment

Each year, the Board of Management Safety Officer will carry out a risk assessment or engage a person or persons to do so, and consult with the safety representative and school principal, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. The Safety Officer will use the HSA format to record the process and will present it to the B.O.M.

The following example may be of use. A blank copy is included in Appendix 1.

| <u>Identification of Hazards, Risk Assessment and Action(s) Taken</u> | | | | |
|--|-----------------------------|---|--|---------------------------|
| Hazards | Low/Medium/High Risk | Risk | Action Taken and Date | Person Responsible |
| Tiled floors in corridor which get slippery when wet | Low | Children or Staff falling on wet floors | Fall mats placed on corridor and at each entry door (Nov 2021) | Caretaker |
| Cleaning agents stored under classroom sink | Medium-High | Ingestion by children | Removed to other locked storage area (Dec 2021) | Principal and Cleaner |

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.

As part of the general approach to safety, other policies and practices which have a bearing on safety, health and welfare will need to be put in place and communicated to employees, pupils and parents and others using the school premises. These will be monitored and updated regularly and be available for inspection in school planning folders. Each member of staff is required to have their copy in an accessible location (hard copy).

Health and Safety will be considered when all policy/plan are being drawn up e.g. Code of Behaviour, Anti Bullying, Enrolment Policy, School Excursions etc.

Procedures to deal with emergencies:

Emergency contact procedures.

Parent /Guardian contact details are initially obtained through use of the school enrolment form. Contact details are updated every September at class meetings. Parents are also asked to inform the school of any changes by the Principal at class meetings which are held in September. Hard copies of the contact details are kept in the Principals and Secretaries office. We also operate text a parent service.

Fire , Fire-drill and school evacuation procedures.

It is the policy of the Board of Management of St. Mary's National School 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) Fire drills are organised once a term by Ms Kennedy who has the Post of Responsibility for SPHE. Fire drill procedure is updated by Ms Kennedy and Ms Kelly every September.
- (iii) The school will revisit these procedures as necessary following each drill. New staff and pupils are notified of these procedures by Ms Kennedy.
- (iv) Procedures for evacuation are displayed in each classroom and in the staffroom. Upon warning staff and pupils exit the school in an orderly fashion. Class teachers will bring class lists with them.
- (v) Fire alarms shall be clearly marked (Responsibility of Board of Management Safety Officer).
- (vi) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (vii) 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 – Principal will see they are free of obstruction.

(viii) A plan of the school shows assembly points outside the school.

(ix) Assembly areas are designated outside in the yard and the locations specified. Teachers and pupils are aware of their designated assembly points.

(x) Exit signs shall be clearly marked.

(xi) 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.

(xii) All Recommendations made by a Fire Officer in addition to these provisions shall be implemented.

When the fire alarm sounds the following procedures must be followed. The Teacher will lead the pupils in single file in an orderly fashion to the nearest exit point. Teachers and pupils will assemble in their designated assembly areas. The Class Teacher will take a roll call. Resource/L.S./Literacy teachers /SNAs/T.Y./ U.L. students and all visitors assemble with their designated timetabled class teacher. If a discrepancy arises the Teacher will inform the Principal.

Fire Drill:

Downstairs

Rooms 1, 2, 3 and 4 exit via Main Door (in front of office).

5, 6, 7, 8, 9, 10 exit via Middle Door (near the staff room).

Upstairs

Upstairs room 20, 21, 22, 23; -down the main stairs and out main door in front of Office.

Classes/individuals in rooms 17, 18 and 19 down the main stairs and out the main door in front of Aileen's office.

Classes/individuals in rooms 13, 14, 15 and 16 use back stairs and middle door near the Staff Room.

General Information

All children to line up outside the school gate, in front of the small wall which has class markings.

Class Teachers to bring their class list with them.

When exiting the classroom ensure the door is closed.

Resource and Learning Support Teachers to bring their children with them.

The person who sees the fire is to raise the alarm. Principal will ring the Fire Brigade.

The timetable of any teachers who are visiting the school is supplied to the principal and staff member with specific responsibility for fire safety.

Any teacher leaving the school premises during the school day is to inform the Principal. Absence must be noted on whiteboard in staffroom. Staff members must sign out on exit and sign in on return in a 'sign-out' diary held in the office.

Deputy Principal to be informed if Principal is unavailable.

If a class teacher is absent due to illness or a course day, the children will accompany the class teacher in the class where they are being supervised to the yard. They will then go to their own designated assembly point. The Principal will check the children against the class list.

Special Duties

Upstairs

Ann Breen to check rooms 13,14,15 and 16.

Noelle Mann to check 17,18, 19 and 20.

Eoghan O'Byrne to check rooms 21, 22 and 23. .

Eoin McNamara to check upstairs toilet and Art Room.

Downstairs

Deirdre/Aileen to check downstairs toilets and caretakers room.

Dervila Kelly to check the staff room and parents' room.

Phil Ring/Claire Conaghan to check the laundry room.

The visitors book and sign out journal will be checked by the school secretary. It is important that the whereabouts of visitors to the school is known. All staff, including caretaking/cleaning staff will familiarize themselves with Fire Drill procedures.

Dependent on the location and timing of the fire, teachers and ancillary staff may have to use their professional judgement in exiting the building/yard. In the case of a planned 'fire drill', where the alarm will be sounded the Fire Brigade, Barnardos, Pre-School and any premises adjoining the building will be informed. Damien at 087-3171684 (Fire Tech) will be informed of the fire drill in advance to allow the drill to take place safely, in adherence to good practice.

Serious Accident Procedure & Accident Report Form (See Appendix 38 page 159-160 CPSMA Management Board Member's Handbook).

A report must and will be made by the Safety Officer/School Principal to the HSA in respect of the following types of incident:

An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.

An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.

An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

Critical Incident Policy - Refer to responding to Critical Incidents, NEPS Advice and Information pack for schools (Principal and staff). Next of kin contact details re: each September staff are asked to give updated details which are stored in the office and held securely and in confidence by the school principal .

Exceptional Closures

In the event of an emergency/exceptional closure all parents are contacted by means of a text or phone call. Children will be supervised by 2 staff members until collected.

Health Issues

Enrolment Form

We request that parents identify any illnesses/ allergies/health conditions that the applicant may have on the initial enrolment form.

Managing Specific Health Issues

Staff are made aware of the health issues in relation to certain pupils by being given a copy of the enrolment form to file in the individual pupil class file. Class folder passes on with the child as they move through the school.

In the case of planned teacher absence the class teacher will, in advance, pass on any relevant information re the child who will be visiting regarding administration of medicines etc.

Administration of Medication - Refer to Policy.

Post of Responsibility – Eoghan O'Byrne.

Drugs and Medication

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

Covid 19

St. Mary's N.S has developed all relevant policies and procedures to protect the school community from Covid 19. Please see all Covid 19 response plan, risk assessment, Covid 19 Health and Safety statement, return to school and work forms, HSE contacts lists, EAS, wellbeing for teachers. All of which are available on Aladdin and have been sent to the school community via email.

Sickness or Injury/Accident Procedures

Children who are ill should not be sent to school.

Requests to remain indoors at breaks times should only be made in exceptional circumstances (limbs in plaster, recovering from/awaiting surgery). These requests must be made in writing to the Principal.

Minor accidents are treated at school cleaning, through the use of sterile-wipes and wound normally treats slight cuts and grazes. Parents are informed by a phone call or a note being placed in their child's journal and are requested to inspect the wound when the child comes home from school.

Parents must complete the accident and medical form giving details of home/work phone numbers. The school should be notified immediately of changes of telephone/mobile numbers. Non co-operation in this matter could result in delays in having the child attended to medically, should the need arise.

In the event of an accident or a child becoming ill, every possible effort will be made to contact the pupil's parents or the person delegated to take responsibility for the child at the discretion of the individual teacher following consultation with the Principal.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported.

Accidents will be recorded in the Accident/Incident Book which is kept in the Principal's Office.

Accidents will be recorded and a copy put in the child's file, a record may be kept on Aladdin also under the child's name.

The school cannot accept responsibility for any medical expenses incurred.

First Aid

In February 2013 the teaching staff and the SNA`S of St. Mary`s Boys School received training in First Aid. In June 2017 the Staff received a talk re good practice as part of C.P. The First Aid Kit is stored in the secretary`s office. Pati Simring is a qualified First Aider.

Ms. Riordan will ensure that this kit is well stocked.

The First Aid Kit will be available to staff at all times and will contain:

Sticking plasters

Tape

Disinfectant (e.g.) Savlon

Antiseptic cream

Cotton Bandage

Cream for First Aid treatment of Burns

Antiseptic Wipes

Scissors

Disposable gloves must be used at all times in administering First Aid.

Head Lice

Parents are asked to check their child`s hair regularly for outbreaks of head lice. If there is an outbreak of headlice in a class, all parents of pupils in that class are informed by note, and asked to take immediate action to treat infestation.

School Hygiene

Children are encouraged to wash their hands after visiting the toilets. (Also after certain art and craft activities).Cold/Warm water, soap and towels are available in the children`s bathrooms.

Healthy Eating - Refer to school`s SPHE plan.

Water

Drinking water is supplied in the school for the staff for tea/coffee. Employees may keep their own supply of water readily available in a closed plastic bottle. Drinking water is supplied to the children with each child receiving a bottle of water with their school lunch.

General Cleanliness of School Environment

The school environment is kept clean through specified assigned duties. The classrooms, children`s and staff toilets are cleaned by contract cleaners. The staffroom and corridors and

stairs are tended to by contract cleaners. The yards and green area is manned by Ger O'Byrne.

Refuse is collected and recycled by FNC (Contract Cleaners).

Broken Glass

Staffs are asked to report broken glass to the Caretaker/ Principal so that it may be immediately removed.

Clothing/Protection

Children are asked to wear runners/sneakers when using the hall.

Safety and Welfare Issues

Pupils

Assembly and Dismissal of Pupils

Saint Mary's National School opens for school business at 8.55 am. for all classes. Infants are dismissed at 1.40pm. 1st to 6th are dismissed at 2.40pm.

Children who attend homework club are dismissed at 3.40pm.

Children are collected from the yard in the morning and they are escorted to the exit doors upon dismissal.

Collecting Children

All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Those parking outside the school grounds are advised to accompany children to and from the school premises.

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 Secretary or the Principal 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.

Appointments During the School Day

Should a pupil need to leave the school premises during the school day to attend an appointment the following procedure is observed:

The parent/guardian must present themselves at the school secretary's office. The secretary will inform the Principal (D.P. in his absence).

The secretary will then collect the child from his/her class.

The parent must sign the child out in the school log.

Same procedure operates for early collection.

Supervision of Pupils

In the event of a teacher being absent supervision is arranged by the HSCL teacher. Supervision rosters for yard duty /eating duty are clearly displayed in the staffroom This roster is kept as part of the school records for one school year

Incident/Accident book

The teacher on duty will write the report in the event of a serious accident or incident. A copy will be retained in the child's file. This record is kept in the Principal's office.

Code of Behaviour and Anti Bullying Policy - Refer to school's policy.

Allegations or Suspicions of Child Abuse - Refer to Child Protection Guidelines. Also refer to CPSMA Management Board Members' Handbook.

The school's Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. As part of the child's safeguarding statement, the Board of Management and Staff has adopted and will implement fully and without modification, the Department's Child Protection Procedures for Primary and Post-Primary schools 2017. A copy of this has been given to all staff members in the school year 2018-2019. Any new staff members will be given a copy by A. Roche at the first staff meeting of the current academic year. Staff will follow procedures for reporting as stated in this document.

School Tours/Outings - Refer to school's policy on school tours. Post of Responsibility - Noelle Mann.

Mobile Phones - Refer to school's policy on mobile phones.

Safety and Welfare Issues - Staff

Garda Clearance

Employees must have Garda clearance before commencing employment.

Positive Staff Relations

We support positive staff relations in the school.

Procedures to address cases of adult bullying/harassment or to initiate a grievance procedure – Refer to Dignity in the Workplace Policy

All staff are required to follow agreed procedure in relation to issues as outlined in the BOM CPSMA Handbook which is available to all staff. This is stored in the Principal's office. (Refer to Appendix 20 pg. 116-121, Appendix 21 Bullying and Harassment pg. 122-125, Appendix 22 Grievance Procedure pg.126).

Assault on Teachers/School Employees

The Code of behaviour for St. Mary's National School provides for a level of behaviour to minimise personal risk and stress to all.

School policy states that parents must make an appointment through the secretary's office to meet a teacher. All messages for children must be left in the secretary's office.

If at any time a member of staff is subjected to abusive or threatening behaviour by a parent, this incident must be drawn to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Working Conditions

Employees work in a reasonably comfortable and safe environment. Improvements are made e.g. ventilation, heating, light, chairs etc. when requested and feasible.

The school is a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Pregnant staff members are considered protected from any potential hazard on request, as are all staff members.

Training will be offered as the need arises.

Should a person get locked inside the school, all staff have been provided with a set of keys.

Safety Procedures are to be clarified by the Safety Officer (BOM) for all caretaking and cleaning staff.

Equipment and Materials

Work Equipment

All machinery will be used in line with safety instructions provided and manufacturers specifications. Paper shredders, photocopiers, fax machines etc. will be used in accordance with safety instructions and suppliers instructions and will be maintained in good condition at all times. Employees should take all due care when using ladders or climbing. Faulty

equipment will be reported to the Health and Safety Representative or Safety Officer and will be repaired by qualified persons only.

Electrical Equipment

Arrangements will be made for appliances to be checked on a regular basis by a competent person.

All live parts will be adequately covered. Precaution will be taken by disconnection in the event of a fault to prevent danger from electrocution. Only appropriate qualified and trained personnel will work on the installation/repair of equipment and circuits e.g. sockets and lighting circuits and switches.

Lawnmowers, drills, ladders and any other equipment associated with school maintenance are stored in the boiler house. This exterior storage area is locked during the school day. The school caretaker has access.

PE Equipment

Post Holder (Dervila Kelly) will in conjunction with caretaker:

- (a) Check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (b) Check that all PE and other mats are in good condition.
- (c) Check that wooden beams, benches etc. are free from splinters and generally sound.
- (d) Check that vaulting horses, beams and benches are stable and do not wobble when in use.

Highly Polished Floors

It is the policy of the Board of Management of 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 surfaces being affected by frost and rain in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs and to wipe feet upon entrance.

Chemicals

Solvents, chemicals, cleaning agents are stored in the laundry room, the staff room and in the secretaries' office. These can only be accessed by the school staff, cleaning staff, the secretary and Principal as appropriate. Chemicals, photocopier toner, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use.

Technology

Computers are transported around the school on a trolley.

Plugs/Leads are checked on an annual basis.

Restricted Areas

The restricted areas of our school are as follows:

The Staff Room (unless accompanied by a staff member).

The Boiler Room.

The Store Room opposite the bathrooms next to the secretary's office.

The Store Room next to the old Art Room.

The Stage in the Hall.

The Laundry Room.

The Green Area. (unless permission is given by the teacher on duty). During break times children are not allowed to re-enter the school building unless permission is granted by the teacher on duty.

Success Criteria

Practical indicators of the success of this policy will be:

Compliance with Health and Safety legislation.

Maintaining a safe and caring school environment for all.

Positive feedback from all members of the school community.

Roles and Responsibility

Board of Management

Please refer to: Responsibilities of employer - Board of Management (Page 3 of this statement).

Chairperson: Fr Gerard O'Leary

Patron's Representative: Jan O'Sullivan

Secretary to B.O.M.: Eoghan O'Byrne

Teachers' Representative: Michelle O'Sullivan

Community Representative: Lindsey Liston

Community Representative: Richard Fahy.

Parent Representative: Laura O'Donnell

Parent Representative: Shah Alam

Safety Officer B.O.M: Fr Gerard O'Leary

Staff Safety Representative: Michelle O'Sullivan

Please refer to: Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act, 2005) Page 4 of this statement.

ALL STAFF MEMBERS:

Please refer to: Responsibilities of employees.

Page 4 of this statement.

Implementation Date.

These procedures were put in place in March 2024 and are updated every September. Timetable for Review.

This statement will be reviewed annually. However, should the need arise it may be altered, revised or updated at a future date so as to comply with any changes in conditions. First Review: September 2014. Second Review: November 2015. Third Review: September 2016. Fourth Review: November 2017. Fifth Review- 17th September 2018 Sixth Review- September 2019, Seventh Review- January 2021, Eight Review – November 2023, Tenth Review – March 2024.

Consultation and Information

(a) It is the policy of the Board of Management of St. Mary's National 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.

(b) Copies of this Safety Statement will be sent 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.

Ratification and Communication

The B.O.M. officially originally ratified this policy at the June (2013) Board Meeting . It has been reviewed and updated annually by principal and staff. As of January 2021 it is reviewed by Dervila Kelly and Marian Kennedy.

The Health and Safety Statement is communicated to the school community via staff meetings/emails. Post Holders are required to forward a digital copy to any visiting personnel pertaining to their Post of Responsibility.

A hard copy will be available in the school office and all staff and third parties will be given a full copy on request.

Parents may view/request a hard copy from the school office or access the Health and Safety Statement by visiting the school website. www.stmarynslimerick.scoilnet.ie.

Reference Section

CPSMA Management Board Members' Handbook

Safety, Health and Welfare at Work Act, 2005 (www.hsa.ie)

A short guide to The Safety, Health and Welfare at Work Act 2005 (www.hsa.ie)

Responding to Critical Incidents - Advice and Information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1

IPPN Guidelines for compiling a Safety Statement

PDST Guidelines for compiling a Safety Statement

Leadership+, IPPN November 2012. Legal Diary. Risk Assessment and the Safety Statement. Pgs 4-6.

Children First Act 2015, Children First; National Guidance for the Protection and Welfare of Children 2017, Child Protection Procedures for Primary and Post Primary Schools 2017

Websites:

DES www.education.ie

CPSMA www.cpsma.ie

INTO www.into.ie

IPPN www.ippn.ie

Health and Safety Authority www.hsa.ie/osh

Allianz Insurance www.allianz.ie

Health and Safety Statement Checklist for staff

Please report any Health and Safety concerns to Dervila Kelly.

All staff must maintain up to date Garda Vetting Clearance.

Child Protection: All staff are mandated persons and must report any CP issues to DLP, DDLP. All staff must maintain an up to date CP training certificate.

Do not engage in improper conduct and use all equipment safely and as recommended while at work.

All hot beverages leaving the staffroom to be placed in lidded travel mugs.

Bottled Water/Water Dispenser only to be consumed in the school.

Children to exit school using Island Road Gate and with a listed adult if they are to be collected from school.

Teacher must wait with children until they have been collected by parent who has been listed by parent/guardian.

Staff SNAs and supervising teachers must be on the yard before the children are left out on the yard. Class teachers must wait until the supervising teacher is on yard.

Children must walk in the school.

Teachers and SNAs must supervise children at all times.

All post holders to give an updated copy of Health and Safety Statement to any external staff personal brought to school under their post of responsibility.

You are prohibited from being under the influence of an intoxicant. .

To co-operate with the Board appointed Safety Officer, School Principal and safety representative 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.

If you are suffering from a disease or illness (mental or physical) that adds to risks, you must inform your employer. 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.

In the case of a fire, follow school's fire evacuation plan.

All medication to be locked in Principals Office and only used as instructed. Post Of Responsibility- Deirdre Riordan.

All head injuries to be reported immediately and child's parents to be contacted and advised to seek immediate medical care.

Minor accidents to be dealt with in school- However, all incidents must be reported using incident book and signature to be sought by parents/ guardians and school principal. Record of same to be kept in Accident book and in the child's file and on Aladdin where appropriate.

Headlice: if there is an outbreak in your class, inform parents via text on Aladdin and send home information sheet to parents which can be obtained from the office or on Aladdin.

Flight Risk: All children who leave the learning environment without permission are to be shadowed by a member of staff, do not run at any time, stay calm, shadow and keep everyone safe . If children exit the school grounds, An Garda Síochána are to be contacted immediately. Ring the parents/guardians. Stay at a safe distance and reassure child. Follow schools flight risk policy at all times.

Children to be supervised at all times.

Slippery surfaces: The washing of floors will happen in so far as possible after school hours.

Place wet floor sign out of you see a wet surface and inform Caretaker, cleaning staff of same.

Advise children to dry their shoes on entering and explain wet floor signage to them.

All electrical equipment is covered appropriately and should remain the same.

Classrooms bins are not to be placed anywhere where they impede the exit from the classroom in the case of an emergency.

Teacher is to supervise the classroom Line at all times.

Hallways are to remain clear of clutter at all times.

The restricted areas of our school are as follows:

The Staff Room (unless accompanied by a staff member).

The Boiler Room.

The Store Room opposite the bathrooms next to the secretary's office. The Store Room next to the old Art Room.

The Stage in the Hall.

