



Safety Statement

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 Kill N.S, 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 opened 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.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Kill N.S. 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 Kill N.S. undertakes to ensure that the provisions of the safety, Health and Welfare at Work Act 2005 are adhered to:

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 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 of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of 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 safety, health and welfare at Work Act 2005).

Consultation and Information

It is the policy of the Board of Management of Kill N.S. 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.

Risk

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.

Hazards	Risk	Control Measures	Persons Responsible
Boiler House	High	Will always remained locked	Teachers
Corners	Low	Children will be reminded to walk slowly when coming to a sharp corner	Teachers
Narrow Passage Way	Low	Children will be reminded to walk in this area only	Teachers
Walls	Low	Children will be reminded not to sit on walls	Teachers
Playground Safety	Medium	Children will be supervised by teachers on both front and back yards during all breaks each day. Children will be supervised from 9.10 am and at 2 pm (infants) and 3 pm when children are leaving the school from the front yard at home time.	Teachers



Disabled Access/Ramp Bar	Low	Children will not swing on the bar	Teachers
Fence	Low	Children will be reminded not to climb onto the fence	Teachers
Exits	Low	Children will be reminded to walk slowly when entering or exiting the school. Children will be reminded not to block exits. On windy days the front door will be held by a teacher Ensure doors are not locked while building is occupied	Teachers
Classroom Doors	Low	Children will be reminded to walk slowly when entering or exiting their classrooms Children will be reminded not to block doorways.	Teachers
School Corridors	Low	Children will be reminded to walk slowly when walking on the school corridor	Teachers
Passageways in classrooms	Low	Children will be reminded to walk when in the classroom. Put school bags under their tables	Teachers
Art & Craft Equipment	Low	Children will be taught how to handle scissors properly.	Teachers
P.E Equipment	Low	It will be always operated under teacher supervision Helmets must always be worn during Hurling Games	Teachers
Science Equipment	Low	Experiments will always be supervised by the teacher. Safety issues will be discussed before any experiment.	Teachers
Electrical Equipment which includes Computers, Photocopier, Data Projectors Audio Players Dreamwriters Rollo Lab	Low	It is the policy of the Board of Management of Kill N.S. 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. 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 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. <ul style="list-style-type: none"> In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations. 	Teachers



		<ul style="list-style-type: none"> Where applicable 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. <p>Electrical Appliances Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (ie) maintenance person, the supplier or his agent. Before using any appliance the user should check that:</p> <ul style="list-style-type: none"> 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. <p>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, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.</p>	
Furniture	Low	Maintain/Repair furniture as necessary	
Chemicals	Low	It is the policy of the Board of Management of Kill N.S. 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). Obtain safety data sheets with products Read labels Wear personal protective equipment i.e gloves	Teachers Cleaners
Housekeeping		Keep classroom floors, corridors and doors free of obstructions. Replace/Repair damaged floor coverings Remove litter with protective gloves	
Welfare Facilities	Low	Maintain strict hygiene regime in Toilets and Washing Facilities	Children Teacher Cleaner
First Aid	Low	It is the policy of the Board of Management of Kill National School that a member of staff shall be trained to provide First Aid to staff and pupils. (1) Notices are posted in office detailing:	Principal



		<ul style="list-style-type: none"> • arrangements for giving first aid, • location of first aid boxes, • procedure of calling ambulances etc...., • telephone numbers of local Doctor, Gardaí, Hospital. <p>(2) All incidents, no matter how trivial and whether to employees or to 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. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.</p> <p>First aid Equipment and supplies are provided. Sign demoting Location will be put in place The Post Holder will be in charge of First Aid Supplies and Equipment Supplies The Post Holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:</p> <ul style="list-style-type: none"> • sticking plasters • Anti-histamine for Stings, etc. • Tape • Disinfectant (e.g) savlon • Eye lotion(e.g) Obtrex • Antiseptic cream • Cotton Bandage • Cream for First Aid treatment of Burns • Antiseptic Wipes • Scissors • First Aid Chart <p>Disposable gloves must be used at all times in administering First Aid</p>	
Fire Fighting Equipment	Low	Equipment recommended will be installed and appropriate training provided.	Principal
Emergency Procedures		Emergency Procedures will be set up and documented and emergency drills will be carried out twice yearly	Teachers
Drugs And Medication	Low	It is the policy of the Board of Management of Kill N.S. that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept	Teachers



		in a separate and secure place and used only by trained and authorised personnel	
Ladder	Low	Ladders must be used with another person's assistance.	Teachers
Broken Glass	Low	Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery 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.	Teachers
P.E Equipment		Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard. Check that all PE and other mats are in good condition. Check that benches are stable and do not wobble when in use.	Teachers
Roof/Drain Pipes/Manholes /shores	Low	Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer. Teachers check that manholes are safe.	Teachers
Refuse		Check that refuse is removed from building each day and is carefully stored outside.	Teachers

Fire

It is the policy of the Board of Management of Kill 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) The principal will ensure that fire drills shall take place at least once a term.
- (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 – Principal will see they are free of obstruction.



-
- (vi) A plan of the school shows assembly points outside the school.
 - (vii) Assembly areas are designated outside each building, and the locations specified.
 - (viii) Exit signs shall be clearly marked

Fire Drill

ASSEMBLY POINTS

ASSEMBLY POINT FOR 6 th CLASS:	Front yard – Number 3
ASSEMBLY POINT FOR 4 th & 5 th CLASS:	Front yard – Number 5
ASSEMBLY POINT FOR 3 rd & 4 th CLASS:	Front yard – Number 4
ASSEMBLY POINT FOR 1 st and 2 nd CLASS:	Front yard – Number 1
ASSEMBLY POINT FOR Junior and Senior	Front yard – Number 6

After the roll has been called and all the pupils are accounted for we will assemble across the road from the school.

RAISING THE ALARM

- It is the duty of ANYONE discovering a fire to raise the alarm.
- A pupil should tell a teacher who in turn shall raise the alarm by ringing the fire bell situated beside the front door.

ON HEARING THE FIRE ALARM

- A teacher will ensure that the Fire Brigade is called immediately
- Under the supervision of their class Teacher the children will conduct themselves in the following manner:
 - They will stand to attention IN SILENCE
 - They will get into a single file IN SILENCE
 - Talking, laughing rushing and overtaking is STRICTLY FORBIDDEN



-
- You are NOT ALLOWED to bring anything with you. The most important thing is to get everybody out of the building as soon as possible.

EXITS

6 th Class	Front Door – Assembly Point 3
4 th & 5 th Class	Playground Door by classroom – Assembly Point 5
3 rd & 4 th Class	Classroom Fire Exit Door – Assembly Point 4
1 st & 2 nd Class	Front Door – Assembly Point 1
Junior and Senior Infants	Playground Door – Assembly Point 6
G.P. Room	Fire Exit by Photocopier
Resource Room	Playground Door
Staff Room	Fire Exit by Photocopier
Office and Resource Room	Front Door

AT THE ASSEMBLY POINT

- The class teachers calls the roll to check that the school has been wholly evacuated.
- No person must leave the assembly point to recover books, clothing etc., until permission has been given by the Principal Teacher in the case of a fire drill, or by the Fire Officer in the case of fire.

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.

Smoking

It is the policy of the Board of Management of Kill National School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Infectious Diseases

It is the policy of the Board of Management of Kill N.S. 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 principals 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, towels and a facility for the safe disposal of waste.

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.



Collecting Children

In the interests of safety, we are asking parents not to park in a haphazard fashion when collecting children. Please come in good time and park in a single line above the school gate, where your children can see you as they emerge.

Parents are not to park in front of the school or in the School bus's parking bay.

Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management of Kill National School 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:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____ Nominee of BOM

Safety Officer: _____ Date: _____ Nominee of Staff

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