



Safety Statement

1. The Board of Management of St. Brigid's N.S., Clonegal, charged with the direct government of the school, has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.
2. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.
3. "Health & 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.

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 St. Brigid's N.S., Clonegal 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.
- 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 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 St. Brigid's N.S. Clonegal 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 St. Brigid's N.S., Clonegal 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 or 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 thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment, should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 2005).

Consultation and Information

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal to consult with staff re safety audits 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 relation to future staff training and development plans.



Hazards

All staff and Board of Management will complete hazard control forms. 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 will be put in place to cope with 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 St. Brigid's N.S., Clonegal 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 Safety Officer and staff 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.
- 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 must ensure that the exit from her/his classroom is kept clear. Small hall and entrance lobby safety officer will see they are free of obstruction.
- vi. Assembly area is designated outside of the building, and the location specified.
- vii. Exit signs shall be clearly marked.
- viii. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible of their own classroom. The secretary/principal, as appropriate, are responsible for the office. Staffroom is every teacher's responsibility. Cleaner to check when cleaning.
- ix. Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in case of fire.
- x. Safety Officer shall be responsible for fire drills and evacuation procedures.
- 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. Climbing frames
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors
7. Fuse board
8. Electric kettles
9. Boiler house
10. Ladders
11. Excess gravel on school yard and steps up to pitch/cracks in cement at front of school
12. External stores to be kept locked – boiler house
13. Entrance/exit of car park
14. Icy surfaces on a cold day
15. Mats in hall plus other P.E. equipment
16. Green area in front of school can become very wet and slippery in frost.

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employees of this document)

- a) 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.
- b) In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c) 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.
- d) All electrical equipment is fitted with adequate safeguards.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- f) Ladders must be used with another person's assistance.
- g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- h) Board of management will check that floors are clean, even, non-slip and splinter-proof.



- i) Principal, Assistant Principal and class teachers using it will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. Hall is left in a tidy condition.
- j) Check that all P.E. and other mats are in good condition.
- k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by Staff Safety Representative.
- l) Check that there are no uneven/broken/cracked paving slabs (front Yard).
- m) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- n) Check that manholes are safe.
- o) Check that all play areas, are kept clean and free from glass before use.
- p) Check that outside lighting works and is sufficient.
- q) Check that all builders materials, caretakers maintenance equipment, external stores etc are stored securely.
- r) Check that all cleaning materials are stored in a locked cabinet.
- s) Check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards

Machinery, kitchen equipment, electrical appliances.

It is the policy of the Board of Management of St. Brigid's N.S. Clonegal that machinery, kitchen equipment and electrical appliances are to be used only by competent 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.) maintenance person, the supplier or his agent. Before using any appliances, the user should ensure that:

- All safety guards, which are a normal part of the appliance are in working order.
- Power supply cables/leads are in act and free from cuts or abrasions.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal that all chemicals, photocopier toner, detergents etc be stored in a lock area and protection provided to used when handling them.



Drugs and Medication

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal that all drugs, medications, etc be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel. It is policy that teachers should not be involved in administering medication to children. Board of Management says there is no onus on staff to administer medicines.

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 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.

Highly Polished Floors

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal 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, surfaces and drainage channels being affected by frost in cold weather. In wet weather to try to avoid wet floors teachers should teach children to wipe shoes on mats.

Smoking

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.



Visual Display Units

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal that the advice contained in the guidelines on the safe operation of visual operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of St. Brigid's N.S., Clonegal 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.

First Aid

(1): Notices are posted in office detailing:

- Arrangements for giving first aid.
- Location of first aid box.
- Procedure of calling ambulances.
- Telephone numbers of local Doctor, Gardaí and Hospital.

(2): All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. 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 Book is to be maintained for the recording of all accidents and incidents – teacher on yard duty records any incidents in the book which is kept in the office.

The Secretary will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Scissors
- Triangular Bandages
- Surgical gloves
- Plasters
- Sterile wipes
- Frozen ice-packs in freezer of fridge

N.B. Insulin Pencil (if required) will be kept in First Aid Press in office. Medical Certificate to be provided by the Parents/Guardians of the child/children involved.

Disposable gloves must be used at all times when administering First Aid



Location of First Aid Box

Office

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 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

1. All parent/guardian/carers in the interest of safety must obey all signs entering the school grounds.
2. Those parking outside the school grounds are advised to accompany to the school gate.
3. Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day. They must also sign book in the office.
4. Children who become ill during the day must be "signed out" by parent/guardian, when being collected. This record to be kept in the office by the school secretary.

N.B.

5. Children will **never** be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/ guardian or named other.



Safe Work Practice Sheet

1. Cleaners must wear gloves when ringing our wet mops and when handling detergents to prevent dermatitis.
2. Cleaners have been asked to ensure that their cabinet is always locked when they have finished using it.
3. Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
4. The Fás Worker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
5. The Fás Worker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
6. Fás Worker must wear protective masks to prevent the inhalation of gases while using chemicals such as weed-killers and others.
7. Cleaners, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
8. All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
9. Employees do not use step-ladders or other ladders without the assistance of a colleague.
10. Employees inspect step-ladders and small steps for loose steps, non-rigidity, proper locking bars before use.
11. Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
12. Employees report defective equipment to the Safety Officer.
13. Employees report incidences of uncollected refuse.
14. Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc..
15. Teaching staff or other employees must not walk about with cups/mugs of hot drinks.



The B Post is responsible for Fire Safety. She organises:

- a) Fire Drill at least once a term.
- b) Sees that the Fire Alarm System and Fire Extinguishers are in working order.
- c) Records the events of Fire Drills
- d) She has prepared the following Fire Drill Organisation Plan after consultation with the other members of the Teaching Staff.

Fire Drill Organisation for St. Brigid's N.S., Clonegal

1.	Assembly Point:	Pitch at back of school
2.	Fire Drill Warning	When bell sounds (ring 3 times pattern)there should be silence in the classroom, or wherever you are.
3.	Evacuation:	The teacher is in sole charge of his/her own class. Each class exits in single file in silence. Teacher leaves last, making sure all windows and doors are closed. Teacher should bring Roll Book along.
4.	Exit Routes:	Classrooms 1,2,3 and 4 use Door Learning Support Room use Door Resource Room use Door ASD Unit use Door
5.	Assembly:	When pupils arrive at assembly, they should line up, class by class, facing towards the basketball court. The teacher will then call the roll and report the findings to the Principal. If a child is missing his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.



Cleaning the school (hygiene)

Mrs. Fitzpatrick is in charge of the cleanliness of the interior of the school, subject to the authority of the Board of Management. Hoovering, dusting, washing of “wet” areas, washing of sinks, toilet bowls hand basins etc.. is undertaken twice weekly when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deemed hazardous to the safety, health or welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc., they notify the safety officer or principal.

They are aware of the location of the fire extinguishers and hoses and know how to use them. They are aware of the numbers to dial to summon the fire brigade, ambulance etc, (999 or 112) if necessary.

Hazards

Identifying hazardous areas for children:

- a) The Boiler House.
- b) The Cleaners Cabinet
- c) The staffroom.
- d) The Car Park.
- e) Travelling to church/hall/computer room.

Precautions

1. Those areas shall be strictly out of bounds for the children at all times except when accompanied by a teacher.
2. The cleaner’s cabinet and boiler house shall be kept locked at all times.
3. First Aid equipment must be stored in the office in a locked press.
4. Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., hoover, computers, radios etc.
5. Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
6. The caretaker has been asked by the safety officer to remedy such hazards immediately when they come to his notice or are brought to his attention by any staff member, or other school employees.



Identifying the Hazards

Teachers and ancillary staff (caretaker, secretary, cleaner) are requested to conduct a Periodic Safety Check of their classrooms and/or workplace and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keeps a written record of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the caretaker, cleaners and to the secretary.

The restricted areas in our school are as follows:

The Boiler House, which may contain weed control chemicals, machinery and tools etc., the cleaners cabinet, the field except when changing into or out of playing gear, the field except when in playing gear, or in very fine weather when permission has been given by the Principal or other staff member, the interior of the school during bread/lunch times – rooms, corridors, toilets (except with permission), the areas beyond the tarmac perimeters, car parking areas and all lawns, flowerbeds and footpaths at the front of the school, the Principal's/Secretary's Office. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on her behalf.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygiene practices and in good manners. The staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

1. Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
2. Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, science equipment, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
3. Restricted areas – mentioned previously.
4. Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc... There will be lessons on teeth care, sex instruction in all classes, the Stay Safe Programme, etc.
5. Fire Drill



6. First Aid (Mrs. O' Rourke or the teacher on yard. Mrs. Sheppard or Mrs. Kelly to advise if necessary).

Our teachers are Professional People trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it may necessary to administer First Aid, dependant on staff member's knowledge. Generally, each teacher, if available will attend to an injured child from his/her own class, though any staff member will be glad to help. Mrs. O' Rourke is in charge of First Aid equipment.

It is school policy to hand over an injured child as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, the deputy Principal, or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to the doctor.

The Staff's Safety Representative

The present Safety Representative is Aisling Warren

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revisited or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.



Classroom and Internal Rules

1. Follow instructions given by Teachers and/or Principal at all times.
2. Sit properly on chairs, all four legs on the floor.
3. School bags under tables, neatly stored (especially in Infant Classes).
4. Walk ways in classrooms must be kept clear.
5. Hang all coats, jackets, gear bags etc on hooks in the wet area or designated area.
6. During wet days, pupils must sit during 11 o'clock break and/or lunch break – no moving around room allowed.
7. No rulers, scissors, mathematical instruments etc to be used (or to be in pupils possession) during break and/or lunch time, when pupils remain indoors.
8. Use all classroom and P.E. equipment, according to teacher's instructions.
9. Never bang a door closed – be mindful of others.
10. When moving around the school, always walk, never run.
11. Walk on the right hand of the corridors.
12. Watch where you are going – don't look behind while you are walking.
13. At all times, think of your own safety and the safety of others – especially younger, smaller pupils.



Wet Day Rules

1. Stay Seated at all times.
2. No rulers or any other dangerous implements in pupils' hands.
3. Only go to toilet with teacher's permission, except in case of emergency.
4. Computers switched off, plugged out.
5. Other electrical implements plugged out.
6. Pre-arranged groups for activities before teacher leaves the room.
7. Sit down properly – four legs of chair on floor at all times.



Yard Rules

1. Play safely – no rough play or “pretend fighting”.
2. Stay in designated area of the yard.
3. Stay off the pitch, during inclement weather.
4. Don’t enter the school without permission.
5. Report any problems/incidents to the teacher o yard duty.
6. No swinging off basketball stands.
7. No swinging out of coats/hoods.
8. No throwing of clothes, hats, gear-bags, shoes pebbles etc.
9. Only balls provided by Teacher allowed for basketball, soccer games on yard.
10. If a ball goes into the hedge, the car-park or onto the road, the teacher on yard duty must be told. Do not go out after the ball.
11. “Yard Out of bounds” areas;
 - Grass behind basketball area
 - Flowerbeds and walls
 - The car-park
 - Our pitches during wet weather – unless fully togged out.



Pitch Rules

1. Suitable attire, gear, when playing on the pitch.
2. Do not follow ball onto road or out through hedge at back of pitch.
3. Do not swing from crossbars.
4. Do not run off pitch onto tarmac while wearing football boots.
5. Do not leave gear bags on pitch.
6. Do not allow mud from boots fall onto path or tarmac.
7. Do not tog out at door.



Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of St. Brigid's N.S., Clonegal in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

This statement was reviewed and signed on 02/12/2019.