

Health and Safety Statement

Howth Road Mixed National School

Clontarf

Dublin3

2011

This safety statement is drawn up in accordance with the Safety, Health and Welfare at Work Act 2005.

Introduction

Ethos statement

The Board of Management and staff of Howth Road Mixed National School is a school under the patronage of the Presbyterian Church in Ireland. It aims to provide a happy, secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence.

The school aims to develop pupils that are “life- long learners”.

The school aims to ensure that the individuality of each child is taken into account, recognising that each pupil develops at a different rate. Encouraging children to reach their potential and have a sense of satisfaction having done their best, is a key element in this.

Pupils are encouraged to see themselves as members of a community, beginning with their class group, their school, the local area community and ultimately the world. As such, the school seeks to promote honesty, courtesy, punctuality and responsibility- keys features for the self-aware. It is hoped to inculcate a proper regard for the rights and views of others, through a caring and tolerant attitude towards other people irrespective of gender, age, ethnicity, intellect, ability and family circumstance. The school seeks to provide an atmosphere of mutual respect.

Behaviour is dealt with through a positive approach, with a greater emphasis placed on rewards than sanctions.

Through curriculum studies the school seeks to

- expose pupils to a wide range of experiences
- enable children to communicate effectively with language and number
- encourage creativity
- acknowledge the value of learning from the past and the world around us
- encourage physical awareness and skills
- develop children spiritually and make them aware of religious teaching.

All relevant parties in the school community work in co-operation to provide a safe, happy environment in which each child will be valued as a unique individual and their holistic development advanced appropriately.

The Board of Management recognises and accepts its statutory obligation to ensure the health, safety and welfare of its employees, guests and pupils.

The Board seeks the active co-operation of all concerned in providing a safe, healthy, environmentally acceptable and caring place of work and study for all.

All persons employed in the school- full time, part-time, voluntary and self-employed are covered by the Act.

Safety Organisation

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer monitors safety generally and the operation of safety procedures. The Principal should ensure that each employee obtains a copy of the Safety Statement and is familiar with its contents.

Consultation Procedure

The Board endorses the recommendations on Health and Safety consultation set out in “Guidelines on Safety Consultation and Safety Representatives.”

There should be regular discussions on health, safety and welfare items at Board and staff meetings, with specific input at these meetings from the Safety Officer (BOM meetings) and Safety Representatives (Staff Meetings).

The Principal will make health, safety and welfare an important part of her reports to staff and Board Meetings.

The Principal and Safety representative will review the progress on the implementation of the Safety Statement. They will regularly review accident records and consider dangerous occurrences. They will also discuss items of general interest on health, safety and welfare.

The Safety Officer

The Principal is the designated safety officer

Howth Road Mixed National School. The Board of Management will support the Principal in this role.

The safety officer is responsible for overseeing the safety provisions on behalf of the Board. Queries from staff regarding safety issues should be directed to the Safety Officer.

The main duties and responsibilities of the Safety Officer are as follows:

- To implement the school’s Safety Statement.
- To guide and advise on all health, safety and welfare matters.
- To ensure that the school fulfils all statutory requirements in respect of Safety, Health and Welfare at Work Act 2005.
- To undertake regular and appropriate revision and consultation on the school safety procedures and on methods of operation, to ensure they are kept up to date.
- To carry out regular risk assessments and implement preventative measures where necessary
- To ensure that adequate safety education and training is provided to pupils and staff respectively.

The Safety Representative

The employees of Howth Road National School reserve the right to nominate a Safety Representative, however where no member of staff chooses to undertake the role it will become part of the duties of the Deputy Principal in liaison with the Principal.

The Safety Representative may consult with and make representations to the BOM through the Principal on matters relating to the safety, health and welfare of persons using the school.

The Safety Representative may investigate accidents and dangerous occurrences in the place of work- to find out the causes and to help to identify any remedial or preventative measures necessary. A Safety Representative is entitled to consult a Health and Safety inspector, and may receive advice and information from the inspector on any aspect of safety, health and welfare at work. A Safety Representative may carry out inspections to the school to identify hazards and risks to safety, health and welfare of persons within the building and grounds.

The Board acknowledges and supports the role of the Safety Representative (as set out in Guidelines on Safety Consultation and Safety Representatives).

The Role of the Principal

- Under the terms of the Department of Education Circular 16/73 the Principal is responsible for the day to day organisation and supervision of the school, subject to the authority of the Board of Management.
- The Principal is also responsible for the discipline of the school generally and the management of members of the teaching staff.
- The Principal is generally responsible for the behaviour management of pupils within the school during school hours and must organise the effective supervision of the children to the teaching staff within classrooms, at break times, lunch periods, assembly and at the dismissal of the school day.

The Role of Employees

In accordance with the Safety, Health and Welfare at Work Act 2005 a duty of care is placed on all employees.

Hence, all employees should

- make themselves familiar with and conform to the safety and health programme of Howth Road National School.
- Observe safety rules at all times
- Wear appropriate protective equipment when operating devices
- Conform to all instructions given by supervisors and others with a responsibility for health and safety.
- Report all accidents and damage to a supervisor whether others are injured or not.
- Report all hazards to the supervisors or safety representative.

RISK ASSESSMENT- Identifying the Hazards

- Classrooms
- Toilet areas
- Circulation areas
- Playground areas
- Kitchen/ Staff room areas
- Cleaning
- First Aid
- General
 - Lighting
 - Ladders /Lifting
 - Electricity
 - Fire
 - Weather Conditions
 - School tours/ outings
 - Car Parking
 - Gates
 - PE/ Sports lessons
 - Litter and Refuse

Hazard Area	Risk	Level of Risk	Controls
Classrooms			
	Housekeeping- slips trips falls	Moderate	<ul style="list-style-type: none"> • Maintain good housekeeping practice. • School bags to be stored in a manner in order that staff/ pupils do not trip over them • Tiled areas to be kept free of liquids and warning signs are to be used when spillages occur.
	Furniture	Moderate	<ul style="list-style-type: none"> • Running is not permitted in the building • Encourage pupils to be conscious of their health and safety as the manoeuvre • Swinging on chairs and climbing on furniture is forbidden and pupils in breach of this will be reprimanded severely • All chairs should be lifted down off desks as a first priority upon arrival of pupils daily.
	Solvents	Low	<ul style="list-style-type: none"> • Solvents not to be stored in the classroom • Strong smelling solvents must be used as per safety instructions – in well ventilated areas
	Hygiene	Low	<ul style="list-style-type: none"> • Use of hand sanitiser is actively encouraged • Classrooms cleaned daily • Desks cleaned at least weekly
	Structural	Moderate	<ul style="list-style-type: none"> • Smaller classrooms require additional planning with regard to furniture layout and class planning ensuring fire exits etc. are always kept clear.
	Interactive Whiteboards	Moderate	<ul style="list-style-type: none"> • Eye strain risk. Class lessons to be varied in medium usage. • Pupils are eye tested regularly during their time in school in line with Dept of Health and Children.
Toilets			
	Wet flooring	Moderate	<ul style="list-style-type: none"> • Floors to be checked by SO and SR daily. • Pupils encouraged to report spillages/ leaks • Toilet areas cleaned daily
	Contamination	Low	<ul style="list-style-type: none"> • Handtowels are used to avoid contamination.
Circulation Areas			
	Corridors	Moderate	<ul style="list-style-type: none"> • Supervision- pupils should be encouraged to move directly between rooms when they need to. • Doors- external doors are closed at 8:40am at the beginning of class teaching. Late comers to school must be “buzzed in” by the secretary • Windows- classroom windows are the responsibility of the class teacher and should be closed at the end of the teaching day.
	“The Shed”	Moderate	<ul style="list-style-type: none"> • Good housekeeping should be ensured. • Pathways are to be kept clear and free for access. • Steps/ carpets to be checked for trip risks monthly.
	Hall	High	<ul style="list-style-type: none"> • Wild running around is not permitted within the hall

			<ul style="list-style-type: none"> • Clear boundaries should be set inside which lessons should be conducted • Climbing on furniture, heaters, window sills is not permitted. • Stacking of folding chairs has risk of collapse. Chairs not to be stacked above 1m in height.
	Coat Hooks	Moderate	<ul style="list-style-type: none"> • to be erected as high as possible to avoid eye injuries, cuts, concussions.
Playground			
	surface	High	<ul style="list-style-type: none"> • Hard tarmac surface on all areas of play ground. • Supervision of all play in yard areas at all times
	space	Moderate	<ul style="list-style-type: none"> • Limited space due to small site area. • Encourage sensible play • High football nets to
	Railings, benches etc.	Moderate	<ul style="list-style-type: none"> • Climbing/ playing on fixtures is prohibited
Kitchen			
	Slips, trips and falls	High	<ul style="list-style-type: none"> • Tiled flooring to be kept clear of spillages. • Signs marking wet flooring to be used. • Walkways to be kept clear and tidy
	Glass breakage	Low	<ul style="list-style-type: none"> • Breakages to be cleaned up immediately. Protective gloves to be worn. Glass to be wrapped in newspaper and disposed of safely.
	Microwave oven	Low	<ul style="list-style-type: none"> • Staff use of the microwave only • Ensure oven is serviced and maintained in good order • A protective oven glove or other suitable covering should be used to remove hot foods to avoid burns.
	Electric Cooker	High	<ul style="list-style-type: none"> • Regular service as per manufacturer's specifications • A protective oven glove or other suitable covering should be used to remove hot foods to avoid burns.
	Hot water burns/ scalds	Low	<ul style="list-style-type: none"> • Hot water should be used by staff only or supervised by staff when part of class work.
	Refrigerator-contamination/ food poisoning	High	<ul style="list-style-type: none"> • Ensure correct temperature >5C is maintained • Regular cleaning with use of disinfectant
	Kettles	Medium	<ul style="list-style-type: none"> • Keep out of reach of children when boiling. • Plug out when not in use
	Fire	Medium	<ul style="list-style-type: none"> • Flammable materials to be stored out of kitchen • Fire extinguisher to be serviced annually
Cleaning			
	Hoover	Medium	<ul style="list-style-type: none"> • Good work practices to avoid back injuries • Ensure trailing leads do not cause trip hazards
	Mop and Bucket	Low	<ul style="list-style-type: none"> • Good work practices to cut down on bending/ twisting
	Chemicals	Moderate	<ul style="list-style-type: none"> • Storage should always be in the designated locked area • Good work practices- Read labels, use in accordance with instructions only, chemical use should be confined to as few people as possible,

			<p>adequate protective clothing should be worn in accordance with instructions</p> <ul style="list-style-type: none"> Chemicals should not be transferred from one contained to another.
First Aid			
	Infection	High	<ul style="list-style-type: none"> Good Practice in line with the most recent First Aid training should be implemented. Gloves should be worn at all times. Staff with infections (head colds etc.) should avoid administering first aid where possible.
	Head Injuries	High	<ul style="list-style-type: none"> The Principal must be informed immediately Basic brain function tests should be carried out and where there is concern arrangements for transfer to doctor/ hospital should be made immediately. The Principal will notify parents/ families in person.
	Training		<ul style="list-style-type: none"> Training of staff should be made available cyclically bi-annually or as necessary. First Aid kits will be regularly checked and stocked.
	Adequate equipment	Moderate	<ul style="list-style-type: none"> First Aid cabinets and boxes shall be kept adequately stocked and equipped in line with the recommended list of First Aid Cabinet contents. (see Appendices)
General			
	Lighting	Moderate	<ul style="list-style-type: none"> Lights should be switched on in darker weather upon arrival in the building, particularly in circulation areas. Light bulbs should be replaced when no longer operational
	Steps/ Ladders/ lifting	Moderate	<ul style="list-style-type: none"> All persons using steps should be instructed in proper procedures. Ladders etc. should be checked for defects prior to use Movement of all heavy objects including furniture should be done in line with good practice. Staff should be trained in manual handling regularly Ladders shall only be used by for activities of short duration- no more than 30 minutes.
	Electricity	High	<ul style="list-style-type: none"> Electrical devices should be handled by staff Care should be taken when handling machinery/ equipment Wiring/ fusing should be installed by trained competent people and serviced regularly.
	Fire	Moderate	<ul style="list-style-type: none"> All electrical devices should be serviced as per manufacturer's recommendations Fire exits should be kept clear of hazards at all times

			<ul style="list-style-type: none"> • Fire extinguishers should be serviced as per suppliers recommendations- at least annually • Staff should be familiar and familiarise their class with evacuation procedures • Staff training in use of fire safety equipment should happen regularly • Fire drills should be practiced termly
	Weather Conditions	Moderate	<ul style="list-style-type: none"> • Pupils should remain indoors on days where adverse weather conditions may endanger their Health or Safety- rain, severe wind, frost, ice or snow • Where snow is deemed to be soft and ice- free and where suitable clothing is worn pupils may be permitted to go out -doors under extra supervision. • Snowball throwing cannot be permitted where there is a risk of ice being thrown also.
	School Tours	Moderate	<ul style="list-style-type: none"> • Tours must be age and ability appropriate for the children involved. • Buses should only be employed which are fully licenced, insured and with full safety belts. • Regular roll call checks should be carried out over the course of a tour • First Aid kits should be brought on all tours. • Full permission slips and contact details for parents should be organised for all trips.
	Car Parking	High	<ul style="list-style-type: none"> • Only staff cars and school visitors are permitted to be brought on site. • Cars should be parked in the church grounds, accessed through the play ground • Pupils are not permitted to play on the yard whilst cars are being moved.
	Gates	High	<ul style="list-style-type: none"> • Access to the main road is immediate. Gates are closed at the beginning of teaching time daily. • Gates are secured and locked after the departure of the last staff member daily. • Pupils are supervised departing the grounds.
	PE	Moderate/ High	<ul style="list-style-type: none"> • PE is taught by qualified class teachers and external trained teachers. • Games must be supervised • Pupils should follow instructions given • Clear safety boundaries should be established for each lesson/activity • Running games indoors should be moderate and measured allowing for the limitations of PE hall structure. • Games of concern will be regularly discussed at staff meetings and prohibited where necessary.
	Litter/ Refuse	Moderate	<ul style="list-style-type: none"> • Refuse should be removed from all bins in the building daily • Waste is stored in covered bins which are collected at least weekly • Bins indoor and outdoor are disinfected regularly.

The Board of Management agree to review and amend this statement annually.

Agreed and Ratified

Chairperson

Date

APPENDICES

Emergency Evacuation Procedures

Fire Drill

1. When the fire alarm sounds, pupils should be prepared for immediate evacuation
 - i. Be Quiet
 - ii. Look at the teacher
 - iii. Listen and follow instructions
2. Children should exit the classroom in an orderly file in silence
 - i. No Running
 - ii. No Shouting
 - iii. No Rushing
3. The teacher should be the last to leave, ensuring that bathrooms and circulation areas are cleared of all persons.
4. Pupils should congregate in class lines to the rear of the church building, whereupon the class teacher will immediately take a class roll call to verify presence of all persons.
5. Full account for all persons should be notified by the class teacher to the Principal asap.
6. No person should re-enter the building until it has been deemed safe to do so by the Principal or by the Senior Fire Officer at the scene.

On Discovery of a Fire

1. Activate the nearest Fire alarm and commence evacuation procedures.
2. Staff should extinguish the fire where it is safe to do so using appropriate equipment.
3. Evacuate the building by the nearest safe route.
4. Contact the Fire Services.

