



Foghlaim agus Spaoi

SAFETY STATEMENT – Kilbehenny National School

Introduction

This document has been prepared in compliance with the Safety Health and Welfare Act 2005.

2. BOARD OF MANAGEMENT PHILOSOPHY

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve as far as is reasonably practicable, the Safety, Health and welfare at work of every employee, pupil and guest alike.

3. SAFETY OFFICER

Mark O' Connell (Principal) and Denise Fletcher (Safety Officer BOM) shall be responsible for overseeing the safety provisions on behalf of the school. Stephen/Denise should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows:

- To guide and advise on all health, safety and welfare matters.
- To ensure that the School fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005
- To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- To ensure that adequate fire protection and prevention measures are provided.

4. HAZARDS

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned.

1. Wet Corridors
2. Oil Tank
3. Tablets/Laptops
4. Charging Trolleys
5. Laminator
6. Fuse Board
7. Boiler House
8. Kitchen/Canteen/Hot Water



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9. Ladders
10. Protruding units and fittings
11. Lawnmower
12. External Store to be kept locked
13. Glass
14. Photocopiers
15. Sports Equipment
16. Paper Shredders and Guillotines
17. Cleaning Products
18. Trailing Leads.
19. Bins
20. Steps
21. Windows
22. Mats in hall
23. Icy surfaces on a cold day
24. Manhole covers

To minimise these dangers the following safety/protective measures must be adhered to.

- Access to and operation of plant/equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring items of plant in the course of their normal duties.
- In addition, all such plant and machinery are to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable members of staff have been instructed in the correct use of plant machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery



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- Board of Management will check that floors are clean, even, non-slip and splinter-proof
- Principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard
- Check that all PE equipment is in good condition
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. BOM Safety Officer and Staff Safety Representative
- Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management
- Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. BOM Safety Officer
- Teachers check that manholes are safe
- Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- Check that all outside lighting works and is sufficient. BOM
- Check that all builder's materials, caretaker's maintenance equipment, external stores etc are stored securely. Principal and BOM Safety Officer
- Check that refuse is removed from building each day and is carefully stored outside. Caretaker

5. **SAFETY TRAINING**

All relevant employees will be:

- Instructed in lifting and handling methods.
- Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- Advised of the nature and location of fire equipment and how it is safely operated.
- Notified of any changes in safety procedures.

6. **ELECTRICAL APPLIANCES**

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person, i.e. maintenance person, the supplier or his agent. Before using any appliance, the user should check

- All safety guards, which are a normal part of the appliance, are fitted and in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.



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7. CHEMICALS, SOLVENTS, DETERGENTS, COPIER TONER, ETC.

Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes etc.

8. WELFARE

To ensure the continued welfare of pupils/employees, toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas.

9. FIRST AID

The Safety Officer is the person in charge of first aid. There is/are first aid box(es) available across the school to deal with minor injuries. There is an AED unit attached to the front wall of the school building. Staff regularly upskill in the area of first aid/first response.

10. FIRE PROTECTION

- Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- All firefighting equipment is regularly tested and serviced by specified contractors. Relevant employees trained in the safe use of the equipment.
- All fire exits, and emergency paths of egress are marked using the standard symbols.

11. FIRE PREVENTION

- Fire safety inspections and analysis of potential fire hazards are regularly carried out.
- Liaison with relevant authorities takes place as is necessary.

12. EVACUATION

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place at least twice per year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

13. SMOKING

Smoking is prohibited in all areas of the school.

14. DUTIES OF EMPLOYEES

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in the Safety, Health and Welfare at Work Act 2005.

It shall be the duty of every employee while at work:



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- 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.
- to co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
- to use in such manner and to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare of which he/she becomes aware.

No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment provided in pursuance of any of the relevant statutory provisions for securing the safety, health or welfare of persons arising out of work activities.

15. ACCIDENT/INCIDENT RECORDING

All incidents, whether to employees, pupils or members of the public must be reported to the principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. In the case of more serious incidences, parents/guardians should be contacted and an incident report should be emailed to the office for recording on the Aladdin Schools website.

16. GENERAL SAFETY

The aim of the Board of Management/Manager is to provide a healthy and safe working environment. This can be achieved with the help and assistance of employees and pupils by:

- Observing the general rules of safety.
- Using all plant, machinery and equipment in a safe and proper manner.
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and / or others.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

17. CONCLUDING COMMENT

This safety statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.



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SIGNED: *Aidan Leahy* (CHAIRPERSON)

DATE: 22nd March 2023

SIGNED: *Mark O' Connell* (PRINCIPAL)

DATE: 22nd March 2023

SIGNED: *Denise Fletcher* (SAFETY OFFICER)

DATE: 22nd March 2023

Review

In light of the COVID-19 Pandemic a COVID-19 Response Plan and Risk Assessment were developed. Please refer to these policies for information on procedures and practices in relation to COVID-19.

Signed:

Signed:

Signed:

Date: