

## **Scoil Naisiunta**

### **Baile na Caili**

## **Safety Statement**

### **1) Statement of General Policy.**

The Board of Management of Ballynacally National School, charged with the direct government of the school has prepared this Safety Statement in accordance with the requirements of The Safety Health and welfare Act 1989, Section 12, sub-sections 1 to 8. A duty of care for the pupils is incumbent on all members of the school community and this Safety Statement is indicative of our commitment to secure an educational environment that is as safe and healthy as possible for pupils and employees at all times. The principal shall ensure that this statement shall be brought to the attention of each employee.

In accordance with the Safety, Health and Welfare Act, the Board of Management has ensured as far as reasonably practicable the following: -

- A safe premises and environment for teaching and learning.
- Safe means of access and egress.
- Preparation and revision of emergency plans.
- Provision of risk to health from any article or substance
- Provision of a competent person to advise and assist in securing the safety, health and welfare of pupils, teachers and other employees.

### **2 Identification of Hazards.**

The B.O.M. in consultation with the teaching staff and with other employees has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to teachers, pupils or any employees of the B.O.M.

#### **Physical Hazards.**

##### **Passages:**

- Slippery floor surfaces.
- Accumulation of litter.
- Position of mats etc.
- Loose flaking or damaged paint, plaster or plasterwork.
- Accumulation of schoolbags, shoes, coats, etc.

**Doors & Windows:**

Broken or cracked windows.  
Obstructed doors.  
Doors being wedged open.

**Electrical:** Incorrect Wiring**Equipment:**

Defective plugs and sockets.  
Naked wires.  
Leads with knots and kinks.  
Equipment being plugged in when not in use.  
Access to the main fuse board.

**Classrooms:**

Hazards arising from overcrowded classrooms.  
Damaged classroom furniture.  
Sharp edges/corners on furniture or equipment.  
Incorrectly labelled containers.  
Slippery linoleum or loose carpeting.  
Activity including use of tools of any kind: i.e. scissors, blades, craft knives, etc.,

**Boiler House:** Access to this area.**Outside Areas:**

Uneven tarmacadam.  
Wire window protection from ballcourt.  
Danger of jagged or loose wires from perimeter fence.  
Loose wall cappings or roof tiles.  
Danger of nearby river.  
Access to church grounds.  
Presence of trees to climb in the grounds.  
Danger of glass from broken bottles etc.  
Lawns sloping towards the school building.  
Prefab in school yard – **Out of Bounds**

**Kitchen:**

Boiling kettles or boilers.  
Not water taps.  
Cleaning materials.

**Store Room:**

Cleaning agents and combustible materials within reach of children.

**Chemical Hazards:**

Glues, correction fluids, paints, weedkillers, cleaning solvents. Hazards on these chemicals are found on substance labels.

**Biological Agents:**

Children attending school with infection viruses and bacteria.

Chalk dust - likelihood of chest problems.

Back pain from poorly designed furniture.

Epidemic infections.

Dermatitis.

Hair Infestation.

**3 Arrangements.**

To minimise the dangers from the outlined hazards the following procedures must be adhered to: -

- (a) All plant and machinery is to be used in strict accordance with the manufacturer's instructions.
  
- (b) Access to the fuse-board and boiler-room is strictly restricted to members of staff, whose job function requires such access. At all other times the fuse-board room and the boiler-house shall remain locked.

**Electrical Appliances.**

Arrangements will be made to have electrical appliances checked on a regular basis by a competent person. Before using any appliance the user should check that: -

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.

**Solvents, Detergents, Copier Toner, etc.**

Materials are located in the stores out of reach of children. Members of staff should familiarise themselves with the hazards associated with the materials and the precautions to be taken in the event of spillages, splashes etc.

**Fire Precautions.**

Fire doors to be kept closed and not wedged open.

Adequate familiarity and training of the staff in the use of fire extinguishers.

Fire extinguishers to be tested regularly.  
All staff and pupils to be aware of action to be taken in the event of fire.  
No combustible materials to be stored in the boiler-house.  
Vigilance and safe precautions to be taken regarding the plugging in and out of electrical equipment - switched off or plugged out when not in use.  
The use of adaptors to be avoided if possible.  
Faulty fluorescent tubes to be replaced and ceilings to be checked for scorch marks from fluorescent units.

### **Fire Instructions:**

Place of assembly is school shed.  
On discovery of fire the school will be responsible for notifying the Fire Brigade. In the event of Mrs. O'Loughlin not being present, this duty will fall to Mr. Lynch or to Mrs. Halpin if it is the case that he is also absent.

### **Sequence:**

Alert: Call the Fire Brigade.  
Evacuation - Assembly - Roll Call.  
Tackle the fire if feasible to do so.

On discovery of fire outbreak children will inform the nearest teacher.

### **Plan of Evacuation:**

Children stand in their own places and leave the room in single file to the place of assembly via the classroom door or the nearest, safest exit. Teacher follows children closing doors that will not be used again behind him/her. At place of assembly (...) an accurate roll call is to be taken to ensure that nobody is missing. No talking or laughing to be permitted during the evacuation routine to allow all instructions to be heard clearly. With the exception of search for a missing person - no one is allowed enter the school again for any purpose. In the case of a search, one of the school staff and not a pupil, should investigate. Fire drill will be an integral part of school life so that new entrants are familiar with the fire regulations.

### **First Aid Procedure/Serious Injury Procedure.**

The first aid kit is always well stocked and contains in addition to equipment: -

- (1) First Aid Manual.
- (2) Telephone numbers of local doctor and hospital.

The First Aid Kit is located in the .....? In case of serious injury the following procedure should be adhered to: -

- (1) Send for First Aid Kit.
- (2) Get another teacher to supervise your class.

- (3) Treat casualty in accordance with the priorities of First Aid. (1) ABC (2) Stop bleeding. (3) Broken bones.
- (4) Notify parent.
- (5) Hospital.

All accidents to be recorded in accident book with details of date, time, location, witnesses and action taken.

### **Supervision**

Our school acknowledges that adequate supervision is intrinsic to the safety of children at school. The teachers accept that they have a duty of care over pupils during school hours. Scoil Naisiunta B. na C. opens for school business at 9.20 hours and in accordance with Riail 124 (4) all teachers will be present to exercise the required supervision of their classes at that time. In the event of a delay in getting to school a teacher should, in so far as possible, notify the principal or other teacher so that adequate arrangements can be made for the supervision of their classes. Because teachers are acting in loco parentis it is recognised that pupils must be supervised during the morning break and again at lunch-time. Staff will exercise prudent judgement of the level of safety required and bring to the attention of the safety representative, Mrs. King, any matter requiring corrective action.

Children will not be allowed to leave the school premises at any time during the school day without a signed authorisation from the parents.

Proper safety precautions will be taken during P.E. lessons and the children will be instructed in the safe use of equipment. No child will be allowed play hurling or camogie without a helmet unless parents request so.

When arranging school outings teachers must obtain signed consent forms from parents permitting the pupils to travel and participate in the various activities and giving the teacher the right to request any necessary medical or surgical procedure.

Where pupils are on the school premises before official opening hours, they will not be supervised by teachers.

### **Welfare Facilities.**

Good hygiene practice is essential for the health and welfare of all in the school. Teachers shall train their pupils in good hygiene procedures, especially in the area of personal hygiene, eating habits and using the toilet facilities. The toilet facilities in Ballynacally National School are safe, suitable, sufficient and regularly cleaned. Soap, hand drying facilities and toilet paper are available, and the school has also provided for the disposal of sanitary towels.

Each classroom has a litter bin and there are bins in all the other areas including the yard. There is a refuse collection every Friday and the pupils of fifth and sixth classes are asked to pick up any litter in the yard on a rota basis. All pupils are encouraged to keep their school litter free. The school also involves itself in the collection of cans for recycling. Children in classes 11 to V1 may eat their lunches in the tiled hallways or in the play shelters and those in junior standards are permitted to dine in their classroom or outside.

### **Disciplinary Procedures.**

The Code of Behaviour and Conduct of Ballynacally National School is designed to maximise the safety and health precautions already outlined and has as one of its fundamental aims the safety, health and welfare of all pupils. For this reason any infringement of the code will be viewed with particular seriousness. For full details see Code of Behaviours.

### **Health Checks**

The Mid-Western Health Board carry out periodic health checks on the pupils. In the interim the teachers are requested to be vigilant and to watch for signs of infectious viruses or bacteria in pupils. Similarly teachers should be alert for epidemics of hair lice, scabies, etc. Where necessary all precautions will be taken to protect the health and welfare of the pupils even to the point of closing the school for a certain period of time, should the need arise. Children with infectious viruses are to be discouraged from attending school. It is important that teachers are informed of children suffering from chest complaints so that discretion can be exercised regarding seating: - near windows or away from chalk dust.

Teachers themselves should be aware of the correct posture for bending and the consequential back ache from improper stooping over badly designed furniture.

### **Hallways.**

Mats are positioned inside each entrance for the cleaning and drying of feet. On wet days teachers are extra vigilant in case of slippage and pupils are usually allowed to remain seated in their classrooms for the duration of the lunch-break. The school caretaker is responsible for mopping up wet areas and ensuring that they are not slippery.

### **Doors and Windows**

Regular checks are made on doors and windows to ensure that they are in good working order and repairs to glass and handles are effected as soon as detected. All external doors are fitted with restraining hooks.

### **Heating and Ventilation**

The heating system is annually maintained through service contract and complies with the requirements of Circular 28/82. Blinds on the windows provide adequate shading from the sun. All windows are easily opened and provide requisite ventilation.

### **Classrooms**

Teachers and ancillary staff are requested to conduct periodic safety checks of their classrooms and / or other places of activity and to effect or request immediate corrective action should this be necessary. Classrooms are to be at all times kept in a state of cleanliness and tidiness conducive to good work and organisation. Pupils are obliged to wear house shoes while in class.

### **School Surroundings**

The Board of Management of Ballynacally National School will ensure that the area surrounding the school buildings are maintained in good order and that all measures to ensure the safety of staff and pupils will be taken. The perimeter fence and walls will be well preserved and any necessary repairs will be carried out immediately.

## **(4) Organisation**

The Board of Management of Ballynacally National School will undertake to carry out any modifications and / or improvements necessary to secure the safety of all employees and pupils in Ballynacally National School. The safety representative and the school principal, Conor Lynch, as well as the other staff members will liaise with the Board to ensure that a high level of safety and security is maintained in the school.

It is the duty of all employees to take reasonable care with due regard for their own safety and for the safety of others affected by their work. Employees must also take responsibility for reporting any defects in equipment or other hazards to their own and others health and safety. These defects and hazards must be immediately reported to the safety representative. As such, regular discussion between the safety representative and other employees is desirable.

The Safety Representative will do his/her utmost to ensure that the relevant safety provisions are implemented and will communicate any staff concerns to the Board of Management. He/she should be consulted if any of the employees have queries regarding the safety provisions mentioned in this statement.

## **(5) Conclusion**

This safety statement has been prepared with due regard to 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 of conditions.

SIGNED: \_\_\_\_\_ (Chairperson/Manager)

DATE: \_\_\_\_\_