



Scoil Mochaomhóg Naofa  
Two-Mile-Borris, Thurles  
Co.Tipperary

## **Safety Statement**

The Board of Management of Scoil Mochaomhóg Naofa 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 Scoil Mochaomhóg Naofa 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 operated 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 Scoil Mochaomhóg Naofa 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 Scoil Mochaomhóg Naofa undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 2005 are adhered to:



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### **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 other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, 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 section 9 of safety, health and welfare at Work Act 1989).

### **Consultation and Information**

- It is the policy of the Board of Management of **Scoil Mochaomhóg Naofa** 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.

### **Hazards**

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.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.



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## Fire

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa 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) There is an adequate supply of fire extinguishers which will deal with any type of fire.
- (iii) All fire equipment is identified and regularly serviced.
- (iv) Instruction is given in the use of Fire Extinguishers for specific materials/equipment.
- (v) The principal will ensure that fire drills shall take place at least once a term.
- (vi) Fire alarms are clearly marked. (Responsibility of Board of Management Safety Officer)
- (vii) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
- (viii) 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.
- (ix) A plan of the school shows assembly points outside the school.
- (x) Assembly areas are designated outside each building. An assembly area is designated outside each building (field to rear of prefabs).
- (xi) Exit signs shall be clearly marked.
- (xii) 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.
- (xiii) Bottled gas is stored in outdoor sheds away from the main buildings.
- (xiv) Principal shall be responsible for fire drills and evacuation procedures.
- (xv) 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. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores



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19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 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 machinery and electrical equipment are 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) PE equipment is stacked securely and is positioned so as not to cause a hazard (after use).
- (j) PE and other mats are maintained in good condition (all staff).
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (l) Check that there are no uneven/broken/cracked paving slabs. (Caretaker under Board of Management).
- (m) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Board of Management Safety Officer/ Caretaker).
- (n) Caretaker to check that manholes are safe.
- (o) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (p) Check that outside lighting works and is sufficient. (Board of Management/Caretaker).
- (q) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. (Caretaker, Principal and Board of Management Safety Officer).
- (r) Check that refuse is removed from building each day and is carefully stored outside. (Caretaker).

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa 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.



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### **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 appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact 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.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa 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).

### **Drugs And Medication**

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel. (Refer to Administration of Medication Policy).

### **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.
- Adequate facilities for waste disposal are available.
- Hot and cold water, towels and soap and sanitary disposal facilities are 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.
- (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 Scoil Mochaomhóg Naofa 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 surfaces being affected by frost in cold weather. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa that the school is a non-smoking area to avoid hazard to staff and pupils of passive smoking.



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### **Broken Glass**

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.

### **Visual Display Units**

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa that the advice contained in the guidelines on the safe 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 implement.

### **Infectious Diseases**

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa 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**

It is the policy of the Board of Management of Scoil Mochaomhóg Naofa that:-

An employee will be trained to apply First Aid to other employees.

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Elastoplast plasters
- Wasp Eze
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

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

Hot water and soap are available and should be used before and after administering First Aid.

- (1) 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.



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

The safety officer is responsible for ensuring that the first aid box is always well stocked and that it contains in addition to equipment –

- (a) First Aid Manual
- (b) Telephone numbers of local doctor and hospital

The First Aid Box is located in the office.

In case of serious injury the following procedure should be adhered to:-

1. Send for first aid box
2. Get message to another teacher to arrange for supervision to your class.
3. Treat casualty according to the priorities of first aid- (1) ABC (2) Stop Bleeding (3) Broken bones
4. Notify parent
5. Hospital

All accidents to be recorded in an 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. Our school opens for school business at 9.20a.m. and in accordance with Rule 124 (4) all teachers will be present to exercise the required supervision of their classes at that time. It is recognised that the short break at 11.00a.m. and the lunch break at 12.30p.m. requires supervision. Teachers will exercise prudent judgement of the level of safety required and ring to the attention of the safety representative any matter requiring corrective action.

Relevant safety equipment must be used in all sports. As such, no child will be allowed play hurling or camogie without a helmet.

Where pupils are on the school premises before official opening hours, these children are forbidden to play in the yard and must take their seats until the teachers arrive.

When arranging school trips teachers must arrange extra supervision and also obtain a signed consent form from parents/guardians permitting the pupil to go.

### **Access to employees**

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

### **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.

All visitors must sign in and sign out in the visitor's book.



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The main school entrance will remain locked during school hours. Staff will access the school entrance using a security code. Parents/Guardians/visitors must be let in by a staff member.

The school gate will remain unlocked during school hours for emergency access and will be locked outside of school hours. (Caretaker).

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.

When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Arrangements will be made to ensure the protection of staff from violent or disturbed children.

### **School Times**

The school day begins at 9.20a.m. and ends at 3.00p.m. for pupils with the exception of Junior and Senior Infants who go home at 2.00p.m. Pupils assemble in the front yard (not a play area) and line up in an orderly manner when the bell rings. On wet days students assemble in the school hallway. Pupils are responsible for their own belongings and must not leave them unattended before or after school. While we encourage and expect punctuality, students should not arrive before 9.20a.m due to insurance reasons. Classes begin at 9.30a.m. All pupils should be present at this time.

### **Collecting Children**

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) All parent/guardians/carers must sign a pupil out and in on return at the school office.
- (3) Cars must not park on school grounds or Yellow Box outside the school gate.

### **Revision of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of Scoil Mochaomhóg Naofa in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

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





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**Members of the Board of Management:**

Chairman:

Mr. John McCormack

Board Members:

Secretary

Mrs. Joan Doherty

Teacher Nominee

Ms. Jacqueline Hourigan

Bishops Nominee/Treasurer

Fr. Tom Fogarty

Parents Nominee

Mrs. Fiona Coman

Parents Nominee

Mr. Ken Doherty

Community Nominee

Mr. Donal Hayes

Community Nominee

Mrs. Catherine Hayes

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 2005



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This Safety Statement was presented to parents in October 2017 and was ratified by the Board of Management of Scoil Mochaomhóg Naofa in October 2017.

Signed: \_\_\_\_\_ (Chairperson PA) Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

The plan will be implemented by the teachers and SNAs supported by the Board of Management from \_\_\_\_\_.

It will be reviewed every 3 years.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, BoM



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## Appendix

The Board of Management 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 Board of Management.

### Physical Hazards

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

- Doors and Windows
- broken or cracked windows
  - Obstructed doors
  - Doors being wedged open

### Electrical Equipment

- Incorrect wiring
- Defective plugs and sockets
- Naked wires
- Leads with knots and kinks
- Equipment being plugged in when not in use

### Main Fuse Board

- Classrooms
- hazards arising from overcrowded classrooms
  - Damaged classroom furniture
  - Sharp edges/corners on furniture or equipment
  - Incorrectly labelled containers
  - Slipping linoleum
  - Activity including use of tools of any kind, i.e. scissors etc.,

- Boiler Room**
- Storage of combustible waste
  - Insecure storage of cleaning materials

- Outside Areas**
- Uneven tarmacadam
  - Danger of wire coming loose from fence
  - Danger of glass from broken bottles etc.

**Storage of Cleaning Materials** – materials located within reach of children

### Chemical Hazards

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

### Biological Agents

- Children attending school with infectious viruses and bacteria



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- Chalk dust –likelihood of chest problems
- Back pain from poorly designed furniture
- Epidemic infections
- Dermatitis
- Hair infestation