Safety Statement

Dunhill National School

|  |  |  |
| --- | --- | --- |
| Version | Description | Authors |
| September 2019 | Review and amendments to existing policy | Board of Management/BASC Staff |

**Safety Officer**: Fergus Cooper

**Staff Safety Officer**: Trish Butler

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

This safety statement is supported by the Dunhill National School Critical Incident Policy which outlines the roles and responsibilities in the event of a critical incident as defined in the policy.

**Introductory Statement:**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school and BASC (Childminding Service) from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

* Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
* Provide information, training, instruction and supervision where necessary, to enable staff to

perform their work safely and effectively;

* Maintain a constant and continuing interest in safety, health and welfare matters pertinent to

the activities of the school;

* Continually improve the system in place for the management of occupational safety, health

and welfare and review it periodically to ensure it remains relevant, appropriate and effective;

* Consult with staff on matters related to safety, health and welfare at work;
* Provide the necessary resources to ensure the safety, health and welfare of all those to whom

it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school and childcare business, and to the public.

The Board is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Safety Authority

Duties of the Board of Management (Employer)

The Board of Management of Dunhill N.S. undertakes to ensure adherence to the provisions of the Safety, Health and Welfare at Work Act 2005 Section 8 – General Duties of Employer:

* Provide and maintain a workplace that is safe and do likewise for all machinery and

equipment etc.;

* Manage work activities to ensure the safety, health and welfare of employees;
* Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably

Practicable;

* Prepare a safety statement and regularly update it, particularly when there have been

significant changes or when the risk assessment is no longer valid;

* Provide and maintain decent welfare facilities for employees, including the provision of a safe

place of work in which the risk of assault to teachers is prevented or minimised;

* Prepare and update procedures to deal with an emergency situation and communicate these

procedures to employees;

* Appoint a competent person to oversee the functions of the Board in relation to Health &

Safety;

* Provide training and information to workers in a format and language that is appropriate,

including training on the commencement of employment;

* Report serious accidents to the Health and Safety Authority
* Consult annually with employees and provide them with information in relation to safety,

health and welfare;

* Require employers from whom services are contracted to have an up to date safety statement

*(e.g. painters, Maintenance Companies, bus companies…).*

**Duties of Employees**

Health and safety is everyone’s responsibility. As an employee you have legal duties designed to protect you and those you work with as outlined in the Safety, Health and Welfare at Work Act 2005 Section 13 –Duties of Employee :

* 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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
* Not to be under the influence of an intoxicant to the extent that they endanger your own or

other persons’ safety;

* 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;
* To attend Health and safety Training as required;
* To report to the Principal or 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;
* To ensure that work practices are performed in the safest manner possible.

## Consultation and Communication

All employees must be made aware of all the relevant contents of the Safety Statement and have access to it. The relevant contents of the safety statement must also be brought to the attention of any other people in the school who may be affected by the health and safety risks and who therefore need to be aware of the necessary precautions.

The employees will be consulted in advance and in good time on:

* Any measure which may affect their safety, health and welfare.
* The planning of safety training.
* The introduction of new technology or equipment for securing the safety and health of employees.
* The designation of employees for emergency, protective and preventative activities.

Whenever significant changes are made to the safety statement it should become a topic for the board of management agenda for discussion.

**Drugs, Medication and First Aid Equipment**

It is the policy of the Board of Management of Dunhill N.S. 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. Three First – Aid boxes are to be kept – Two in the Staff Room, where it is accessible to trained personnel only and the other in the school bus.

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon Childcare Staff to personally undertake the administration of medicines. Reference the Dunhill N.S policy on administration of medicines.

##### Infectious Diseases

It is the policy of the Board of Management of Dunhill N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. In the event of a disclosure regarding an infectious disease, the school will follow HSE Guidelines. The Board of Management will endeavour to minimise the risk by adherence to sound principles 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, toilet paper and a facility for the safe disposal of waste.

# **First Aid**

It is the policy of the Board of Management of Dunhill N.S. that a member of the Childcare staff shall be trained to provide First Aid to staff and pupils.

1. Notices are posted in office detailing:

* arrangements for giving first aid,
* location of first aid boxes,
* procedure of calling ambulances etc….,
* telephone numbers of local Doctor, Garda, and Hospital.

1. Incidents, whether to employees or to students or to members of the public, must be reported 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 Book/Incident Book is to be maintained for the recording of all accidents and incidents by the Staff Safety Officer.

The Childcare Safety Officer will see that there will be maintained on the a properly equipped First Aid Box available to staff at all times containing:

* sticking plasters
* Anti-histamine for Stings, etc.
* Tape
* Disinfectant (e.g.)
* 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 in administering First Aid

## Smoking

## It is the policy of the Board of Management of Dunhill N.S. that the school and Childcare areas shall be non-smoking areas to avoid hazard to staff and pupils of passive smoking. Please refer to the Dunhill N.S Substance abuse policy

#### **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/BASC Child care Leader 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.

Contractors 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.

#### **Dropping and Collecting Children**

1. All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
2. Those parking outside the school grounds are advised to accompany children to and from the school premises (which includes the BASC Child Care Facility.

**Hazard Identification, Risk Assessment and Control**

The policy of Dunhill National School is to identify hazards associated with the schools/BASC Child care activities and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of staff, pupils or third parties.

Hazard control in Dunhill National School once identified, is dealt with as follows

* Substitution.
* Isolation.
* Engineered out.
* Safe working method.
* Personal protective equipment.

Starting with option one and relying on option five only if no other option is practical.

**Risk Assessment and Rating**

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury.

Risks are graded as high, medium or low. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Risk Control measures are intended to reduce the risk to an acceptable level. Dunhill National commits itself to the elimination of hazards where reasonably practicable.

The risk assessment methodology employed in this Safety Statement is described below.

**Risk Rating Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Severity** | | |
|  |  | **Minor 1** | **Moderate 2** | **Major 3** |
| **Likelihood** | **Probable 3** | **3** | **6** | **9** |
| **Possible 2** | **2** | **4** | **6** |
| **Impossible 1** | **1** | **2** | **3** |

|  |  |  |
| --- | --- | --- |
| **Green**  **Low Risk** | **Yellow**  **Medium Risk** | **Red**  **High Risk** |

**Risk Assessment Table**

| **Identified Hazard** | **L** | **S** | **R** | **Risk Rating** | **Control Measures** |
| --- | --- | --- | --- | --- | --- |
| **Access/Egress**  Poor access/egress can lead to trip hazards. Poor egress in an emergency can threaten lives as can obstructing access for emergency vehicles. | 2 | 2 | 4 | Medium | * All doorways, corridors must remain unobstructed * Fire doors must be kept closed but not blocked or locked * Exit doors must be kept clear at all times * Adequate Lighting provided at all entry and exit points and along corridors. * Sufficient car parking located outside school Access for emergency vehicles. |
| **Contractor Safety**  The necessary presence of contractors (trade or service suppliers) may create hazardous situations by the movement of their vehicles or the use of their materials or equipment | 1 | 3 | 3 | Medium | * All contractors must complete work where possible outside of school/Childcare hours * Only competent contractors are employed to carry out works * Contractor must detail how they will protect persons from hazards associated with   their works.   * Comply with all reasonable directions from Dunhill National School/Childcare Staff. |
| **Electricity**  Mis-use of electricity can result in fire, explosion, personal injury and even death | 1 | 3 | 3 | Medium | * All electrical work to be carried out by R.E.C.I. qualified electricians. * Unqualified staff members should never: * Attempt any kind of repair or maintenance of electrical equipment   or installations   * Jam wires into sockets using matchsticks etc. * Report any discolouration or burn marks on plugs. * Sufficient sockets are provided to prevent overloading by use of adapters. * Flexible cables not run across floors where damage could occur. * Electrical equipment shall be left unplugged when unattended for lengthy periods.   The Childcare staff are responsible for the childcare facilities and childcare area. The teachinmg staff are responsible for the rest of the school.   * The Cleaner is to check when cleaning. |
| **Fire**  There is always a risk of fire and this risk can be heightened through, for example, unsupervised use of electrical equipment, poor waste management, etc. | 1 | 3 | 3 | Medium | * There is a total prohibition of smoking in any enclosed area of the facility. * Adequate fire detection and firefighting equipment is provided at the facility * Fire extinguishers visually checked and serviced on routine basis. * Waste and particularly combustibles are not allowed to build up and are disposed   of on a regular basis.   * All staff are made aware of the action to be taken in the event of fire. * The Childcare Leaders will ensure that fire drills shall take place at least twice a year. * Fire alarms shall be clearly marked. (Responsibility of Board of Management   Safety Officer and the BASC Childcare Safety Officer)   * Signs shall be clearly visible to ensure that staff, pupils and visitors are aware of   exit doors and routes.(Childcare Safety Officer)   * 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.G.P Room, back door and main  door – Principal will see they are free of obstruction.   * Assembly areas are designated outside each building, and the location specified. * Electrical equipment shall be left unplugged when unattended for lengthy periods.   The Child Care Leader is responsible for the Childcare Areas.  The Cleaner is to check when cleaning. |
| **Visual Display Units**.  Visual discomfort resulting from glare, lighting, screen brightness | 1 | 2 | 2 | Low | * VDU screens/TVs meet the appropriate criteria for performance, brilliance, character   design etc.   * Time spent utilising VDU’s is limited and ability for staff/Pupils to take   screen breaks.   * Adequate lighting levels in classroom areas. |
| **Burns**  From hot drinks consumed at break or lunch time | 1 | 3 | 3 | Medium | * Students remain seated and are requested to exercise due caution when having hot drinks for breakfast / 4 o clock snack * Eating/drinking times are supervised by Childcare staff |
| **Illness, injury, trauma**  Incident of sudden sickness/injury in the playground  (Ref Accident/ Injury Policy) | 2 | 2 | 4 | Medium | * Access assistance from nearest staff member * Bring student to staff room and administer appropriate first aid (Trained first aider) * Inform principal and decide on appropriate further action or medical referral. * Complete accident report form for school records * Stocked first aid kit available in staffroom/Childcare Unit |
| **Aggressive or violent behaviour**  **in the playground**  Resulting in injury | 1 | 2 | 2 | Low | * Access assistance from nearest staff member on duty * Send a responsible student to the staff-room/main school to get further assistance * Inform the principal * Follow established procedures in school’s Code of Behaviour |
| **Parking Area / Drop Off and collection of Children**  Movement of vehicles gives rise to the risk of impact between vehicles and pedestrians. | 1 | 4 | 4 | Medium | * Vehicles are discouraged from parking in areas not designated. * Only suitably qualified and insured employees may operate School bus * Vehicles always driven within the rules of the road. * Barrier in place at main school exit to prevent children running straight out of the   school gate. |
| **Manual Handling**  Musculoskeletal Injuries or injuries associated with incorrect manual handling techniques. | 1 | 2 | 2 | Low | * Loads assessed before manual handling and two person lift applied where required. * Materials stored at accessible heights. |
| **Hazardous Substances**  Health Hazards/Injury due to exposure to hazardous substances  External contact – corrosive, burns, dermatitis  Inhalation- Fumes, gases, vapours  Ingestion- Swallowing | 2 | 2 | 2 | Medium | * All hazardous substances are stored in an appropriate unit that can contain spillages * Protective clothing provided as required for use. * All hazardous substances, photocopier toner, detergents etc. be stored in clearly   identifiable containers bearing instructions and precautions for their use.   * All hazardous substances shall be kept in a locked area out of the reach of pupils * Qualified First Aider on staff |
| **Working at height**  Injury/ Death from falls while working at height | 2 | 2 | 4 | Medium | * Where possible work should be completed from ground level. * Ladders must be in good condition and free from defects before use. * Ladder positioned on solid ground and securely tied on both sides near its upper   resting place or Ladders must be used with another person’s assistance.   * Three points of contact maintained with ladder at all times * Materials stored at accessible heights. |
| **Impact injury**  From Falling equipment inappropriately stored. | 2 | 2 | 2 | Medium | * Sports, Games and Dress – Up equipment and books are stacked securely and are positioned so as not to cause a hazard. * Childcare staff have responsibility to check that all the above equipment is stored securely * Access to and operation of equipment is restricted to qualified members of the Staff |
| **Off school activities/ School tours**  Accidents/ incidents, dangerous  Occurrences and fatalities due to  Inadequate preparation or Students  Become Separated from group  (Ref -Policy on Swimming) | 1 | 2 | 2 | Low | * Permission for participation in activity received from parent/guardian * Information on particular medical conditions has been received and recorded in advance of activity. * Safety instructions provided to students including information on correct clothing and equipment required * Activities are assessed for age appropriateness * Adequate number of supervisory adults present * Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit * Head count carried out before departure and before return journey * Child care staff have a fully charged mobile phone * Students made aware of action to take if separated from group |
| **Noise**  Generated during on site contractors work | 1 | 1 | 1 | Low | * While work is in progress, any noise shall be avoided wherever possible during school and childcare hours and shall at all times be reduced to the minimum necessary. * Work scheduled outside of school and childcare hours where possible |
| **Slips trip fall injury**  Injury due to slip/ trip /fall in playground or within school building due to ground conditions or clutter | 2 | 2 | 4 | Medium | * Children supervised while playing in the playground * All internal spills immediately mopped up. * Floor areas maintained free of clutter * Play areas, are kept clean and free from glass * Outside lighting monitored and defective bulbs replaced in a timely fashion * Childcare Cleaning activities are completed out of childcare hours * Signage available to indicate wet floors * Handrails located on access egress routes * Children are prohibited from playing outside in extreme icy/snowy conditions * Student belongings are placed on hooks in coat room or placed safely in childcare area. This is monitored by childcare staff. |