Safety Statement

Dunhill National School

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| Version | Description | Authors |
| December 2020 | Review and amendments to existing policy | Principal/Board of Management |

Members of the Board of Management:

**Chairman**: Mr. Michael Breen

**Board Members**: Mrs. Catherine Higgins, Ms Sinéad McGovern, Mrs Sinéad Day, Mrs Carmel Dunphy, Mr. Ger Murphy and Mr. Fergus Cooper.

**BOM Safety Officer**: Sinéad Day

**Staff Safety Officer**: Mrs. Nora Flynn

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

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 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 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 Teachers/SNAs 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 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 Principal will see that there will be maintained in the school 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 shall be a non-smoking area 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/Secretary 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.

**Hazard Identification, Risk Assessment and Control**

The policy of Dunhill National School is to identify hazards associated with the schools 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 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 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.

 Teachers are responsible for their own classroom and staffroom . * 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 principal 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)* Signs shall be clearly visible to ensure that staff, pupils and visitors are aware of

 exit doors and routes.(Staff 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. Each teacher who has an exit in  their classroom must ensure it is kept clear. 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.

 Teachers are responsible for their own classroom. The Staff room is every teacher’s responsibility. The Cleaner is to check when cleaning. |
| **Visual Display Units**.Visual discomfort resulting from glare, lighting, screen brightness | 1 | 2 | 2 | Low | * VDU screens 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 | * All staff members have break or lunch in dedicated staffroom
* Students remain seated and are requested to exercise due caution when having hot drinks for lunch
* Lunch times are supervised by teachers
 |
| **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
 |
| **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 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.* Junior infants are supervised by teacher at school finishing during collection

 by parents. |
| **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 substancesExternal contact – corrosive, burns, dermatitisInhalation- Fumes, gases, vapoursIngestion- 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 | * PE equipment is stacked securely and is positioned so as not to cause a hazard.
* Teachers have responsibility to check that all PE/classroom 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, dangerousOccurrences and fatalities due toInadequate preparation or StudentsBecome 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
* Supervisor(s) has a fully charged mobile phone
* Students made aware of action to take if separated from group
 |
| **Office/ Staff Room**While office work /canteen use may not be considered as a high risk activity unsafe work systems / equipment and layout may result in injury or illness | 1 | 2 | 2 | Low | * Adequate office space is allocated for the working personnel.
* All furniture, fittings and equipment arranged so that staff can move about

 without collision.* Sufficient lighting and ventilation is provided.
* All items stored above head level shall be stored properly to prevent falling.
* Before using chemicals (e.g. photocopier toners) .Read the instructions on

 the container and avoid contact with skin or clothing.* All damaged floor covering furniture, equipment or machinery shall be reported,

 replaced or repaired.* Good housekeeping procedures- Keeping floors free of materials.
* All spills cleaned up immediately
* Kitchen equipment and electrical appliances are to be used only by competent and authorised persons
* Appliances and equipment will be subject to regular maintenance checks.
 |
| **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 hours and shall at all times be reduced to the minimum necessary.
* Work scheduled outside of school 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 during play time in the playground
* Children play areas segregated by age /Class
* 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
* School Cleaning activities are completed out of school 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 locker room or placed safely under desks. This is monitored by teachers.
 |

**Covid 19 Adjustments**

* FIRE SAFETY

All classes will leave via their class fire exit doors.

Mrs Flynn’s infants and Ms. Redmond’s 4th and 5th will walk round the back of the school to the tennis court.

Mr Cooper’s 5th and 6th and Mrs Hally’s 1st and 2nd will walk via the field to the tennis court.

Ms McGovern’s 2nd and 3rd will walk around the front of the school.

Classes will then spread out in the tennis court.

 **Risk Assessment**

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | What is the risk? | Risk ratingH=HighM=Medium L=Low | Controls(When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls\*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Covid-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice  |  | Follow public health guidance from HSE re hygiene and respiratory etiquetteComplete School COVID-19 Policy StatementReturn to Work Forms received and reviewedUndertake Induction Training Maintain log of staff, student and visitorsComplete checklists as required:School Management How to deal with a suspected casePhysical distancing requirementsOther school specific checklist | Fergus Cooperand Nora Flynn – the Safety Officer |  |
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|  |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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| Covid-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice  |  | Review Fire Safety and Review procedures in the event of a FireReview the Administration of First-Aid in the school. Ensure that there is plenty of signage up throughout the school and especially near entrances, toilets and sinks highlighting proper hygiene and respiratory etiquetteCorridors in the school have a road like operational system in place. There is a divider line down the centre of the corridors and all pupils and staff must stay on the left hand side as the walk along the corridorsFirst Aid Boxes in each class and in the yard at yard time. | Fergus Cooperand Nora Flynn – the Safety Officer |  |
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| Covid-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice  |  | Yard times will be staggered as pupils are kept in BubblesBubbles will not interact in the school or the BASCStudents will enter and access the classroom from a door directly linked to the outside thus avoiding time in the corridor.Hand sanitisers have been placed at every entrance and exit in the school and in all the classrooms.Measures have been put in place to ensure casual entering of the school is not possible, and that adults need an appointment to enter.  | Fergus Cooperand Nora Flynn – the Safety Officer |  |
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