



## **Bandonbridge N.S. Safety, Health and Welfare Statement**

**Date ratified by the Board of Management:**

The Board of Management 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 in March by the Board members responsible for buildings and maintenance, the safety officer and the safety representative and a report made to staff and the Board of Management. The review shall be initiated by the staff representative.

All reports of accidents and reportable diseases will be monitored in order to ensure that any safety measures required can be put in place to minimize the recurrence of such accidents and ill-health. All accidents to pupils must be reported to the principal or, in her absence, the deputy principal before contact is made with parents. The teacher on duty, the secretary, the Deputy Principal or the Principal will make contact with the relevant parents/guardians.

The Board of Management of Bandonbridge National School will ensure that the highest practical safety standards shall prevail and that the provisions of the Safety, Health and Welfare at Work Act 1989 shall be applied.

Specifically, the Board of Management of Bandonbridge National School 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 necessary to ensure the safety and health at work of its employees. Plans for emergencies shall be compiled and revised as necessary.

The statement will be continually revised by the Board of Management as necessity arises and shall be re-examined by the Board on an annual basis.

Employees shall be consulted on matters of health and safety.

Provision shall be made for the election by the employees of a safety representative every three years.

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

The Board of Management undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to.

## **DUTIES OF EMPLOYEES**

It is the duty of every employee while at work:

- 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 person to such 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 so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment 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 at work.)
- To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of 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 (PPE), convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out activities.

Employees will, by using available facilities and equipment provided ensure that work practices are performed in the safest manner possible.

## **CONSULTATION AND INFORMATION**

It is the policy of the Board of Management to give a copy of the safety statement to all present and future staff, and 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.

This document is available to all teaching staff on the teaching drive and to parents and the wider community via the school website.

## **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.

## **FIRE (see also the BBNS Fire Safety Register)**

It's the policy of the Board of Management that:

- An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area is available, identified and serviced annually by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- Staff will receive fire safety training at least once every 3 years.
- Regular fire drills shall take place at least once a term.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors.
- All fire doors shall be kept clear of obstructions and shall be opened at all times from within the building.
- There are 2 Assembly areas outside the building: the large grass area to the rear of the school and the grass area at the front of the school.

- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.
- The safety representative, or in his/her absence the Principal or Deputy Principal, will be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### **DRINKING WATER**

Children shall drink water only from taps on stainless steel sinks. Water in bathroom areas is not suitable for drinking.

### **CONSTANT HAZARDS**

The children will be warned about rough surfaces, windows that open out at head level, protruding units and fittings.

### **MACHINERY, KITCHEN EQUIPMENT, ELECTRICAL APPLIANCES**

It is the policy of the Board of Management 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.

No child is to be asked to plug or unplug electrical appliances, or to use the photocopier or appliances in the kitchen.

Kettles or boiling water in classrooms must be kept away from pupil access, except for scientific/academic purposes and then under constant supervision.

Children should not be asked to carry furniture, P.E., electrical equipment etc. unless supervised.

Grass cutting, repairs and other works involving machinery take place outside school hours or during school holidays, insofar as possible.

### **CHEMICALS**

It is the policy of the Board of Management that all chemicals, 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.

Disinfecting cleaning products which are required for use in classrooms to sanitise work surfaces etc. must be kept out of reach of pupils and used by school staff only. Hand sanitiser is dispensed under staff supervision. (see also Covid-19 Risk Assessment and Policy)

### **DRUGS AND MEDICATIONS**

It is the policy of the Board of Management that all drugs, medications, etc shall be kept safely by the class teacher out of reach of other pupils and used only by trained authorised personnel (see also Administration of Medication Policy)

### **FLOORS**

It is the policy of the Board of Management 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.

Warnings regarding wet floors, highly polished floors and the possibility of outside floors and surfaces being affected by frost in cold weather shall be given by the teacher in charge.

'Slippery Floor' signs will mark floors which frequently are wet.

The Board of Management has committed to the replacement of tiled flooring with non-slip surfacing by 2025.

## **DOORS**

Children should be supervised when through a doorway as a group. Catches should be used to keep outside doors open. Doors must be closed at the end of the school day.

## **SMOKING**

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

## **BROKEN GLASS**

The Board of Management shall, to minimise the danger arising from broken glass, request that children bring drinks to school in plastic rather than glass containers. 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 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 VDUs will be studied and recommendations and directives implemented.

## **INFECTIOUS DISEASES (see also Covid-19 documents)**

It is the policy of the Board of Management that all infectious diseases shall be notified, and steps taken to ensure the safety of staff against all such diseases. Any incidence of any such illnesses should be reported to the Safety Representative who in turn notifies the Principal.

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 and a facility for the safe disposal of water.

Pupils must wash their hands after using the toilet and before eating.

## **FIRST AID**

It is the policy of the Board of Management that members of staff shall be trained to provide First Aid to staff and pupils. Ms. Coghlan is the member of staff with responsibility for maintaining the First Aid requisites. To this end, there will be maintained in the school a properly equipped First Aid boxes available to staff at all times containing:

- Sticking plasters
- Cotton Bandage
- Anti-histamine for stings
- Cream for first aid treatment of burns
- Tape
- Antiseptic Wipes
- Scissors
- Sling
- First Aid Chart.

Disposable gloves (and face coverings during pandemics) must be used at all times in administering First Aid. Store in first aid box and in each classroom. A First Aid Box is available at lunch time. A travelling First Aid kit is available for all of out of school activities. The school has an Isolation Room with first aid and sanitation resources.

#### **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 school secretary before gaining admittance to the school. Admittance is by the main door which has buzzer entry. There is a sign-in book (and contact tracing log) available in the office.

Any contractor must make direct contact with the Principal (or the chairperson of the Board of Management, where relevant) before initiating any work on the premises.

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 workers 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.

#### **REVISION OF THE SAFETY STATEMENT**

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