

St John Bosco's Senior Boys School Roll no.179120

HEALTH AND SAFETY STATEMENT

1. INTRODUCTION

This document has been prepared in compliance with Section 39 of the Safety in Industry Act 1990 and Safety, Health and Welfare at Work Act 2005. The central thrust of the 2005 Act is encapsulated in the 9 General Principles of Prevention, which are as follows:

1. BOARD OF MANAGEMENT PHILOSOPHY

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the safety, health and welfare at work of every employee and visitor alike. The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behavior which does not jeopardise the individual's personal safety, health and welfare or that of others.

2. SAFETY ORGANISATIONS

Safety is a management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents.

3. SAFETY OFFICER – CHAIRPERSON.

Chairperson (Mrs. Frances Boland) of the Board of Management is the appointed safety officer for SJBSBS. She shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

4. SAFETY REPRESENTATIVE:

Mr. Bourke (at this time) is appointed Safety Representative. The Safety Representative is elected under the Safety, Health and Welfare at Work Act 2004 and he shall be responsible for overseeing the safety provisions on behalf of the

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school. Mr. Bourke should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. His main duties are as follows:

- (a) To guide and advise on all health, safety and welfare matters.
- (b) To ensure that the school fulfills all statutory requirements in respect of the Factories Act 1955, Safety in Industry Act 1980 and the Safety, Health and Welfare Act 1989.
- (c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- (d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- (e) To ensure that adequate fire protection and prevention measures are provided.
- (f) The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.
- (g) All incidents of accident to a child should be recorded-digitally/online.

5. HAZARDS IN THE SCHOOL

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger in the extension school and are brought to the attention of all concerned:

- 1. Fire doors at the end of the corridors.
- 2. Heavy internal doors.
- 3. Stairs – children could easily trip.
- 4. Sliding press doors in classrooms – children may catch their fingers.
- 5. Hooks for coats in classrooms.
- 6. Exposed plug sockets.
- 7. Loose electrical cables.
- 8. Toilet door locks – unattended children may lock themselves in to the toilet.
- 9. Roller blinds in classroom.
- 10. Sinks.
- 11. Teachers' swivel chairs.
- 12. Sharp edge on paper cutting guillotine.
- 13. Loose electrical cables, laminating machine, photocopier – proper A.V care.
- 14. Children can attempt to eat wild berries in the yard.
- 15. Debris on the ground in the yard.

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To minimize these dangers the following safety/protective measures must be adhered to by staff and pupils:

1. Access to and operation of equipment is strictly restricted to qualified members of staff whose job or function is that of running, maintaining, cleaning or monitoring particular items of equipment in the course of their normal duties.
2. In addition, all such equipment is to be used in strict accordance with the manufacturer's instruction and recommendations.
3. Where applicable members of staff have been instructed in the correct use of machinery and equipment.
4. All machinery and electrical equipment are fitted with adequate safeguards.
5. Precautionary notices, in respect of safety matters are displayed at relevant points and teachers to give consistent verbal reminders about all potential hazards.
6. All Drains secured to the ground.
7. All boards that can be mounted are to be mounted.
8. Coat hooks have temporary rubber covers.
9. Children are not to be left unsupervised in the staffroom.
10. Cleaning room is to be locked and P.E equipment to be kept in a separate room.

6. SAFETY TRAINING

All employees will be:

- (a) Instructed in lifting and handling methods.
- (b) Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- (c) Advised of the nature and location of fire equipment and how it is safely operated.
- (d) Notified of any changes in safety procedures.

7. ELECTRICAL APPLIANCES

Arrangements will be made for all electrical appliances to be checked on a quarterly basis by a competent person i.e. maintenance person, the supplier or his agent.

Before using any appliance, the user should check that:

- (a) All Safety guards which are a normal part of the appliance are fitted and in working order.
- (b) Power supply cables/leads are intact and free of cuts or abrasions.
- (c) Suitable undamaged fused plug tops are used and fitted with the correct fuse.

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8. CHEMICALS, SOLVENTS, DETERGENTS, COPIER TONER, ETC.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of spillage, splashes, etc.

Cleaning room containing solvent and detergents is to be locked. Copier toner kept on top of a press in the staffroom out of the reach of children.

10. WELFARE

To ensure the continued welfare of employees' toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Members of staff, including trainee teachers, classroom assistants and auxiliary staff are reminded that:

- (a) Any person who is under medical supervision or on prescribed medication and who has been certified fit for work should notify the Principal of any known side effects or temporary disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- (b) Illicit drugs and alcohol. Staff are not allowed to consume drink and/or illicit drugs on the premises or carry out duties whilst under the influence of illicit drugs or alcohol.

11. FIRST AID

The Principal is qualified in First Aid and resuscitation. Alcoholic wipes **not** to be used. Anaphylaxis Pen procedure to be revisited by staff and reviewed with parents. Headache tablets /aspirin etc to be banned from school site or locked away securely. Ice packs are available in fridge outside room 1 for children who require them.

11. FIRE PROTECTION

- (a) Fire extinguishers are provided and correctly sited to meet statutory insurance requirements.
- (b) All fire fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendation of the appropriate Irish

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Standard for fire equipment 20% of extinguishers will be discharged each year and relevant employees trained in the safe use of the equipment.

- (c) All fire exits and emergency paths of egress are marked using the standard symbols.
- (d) Smoke alarms to be installed in all classrooms – **Caretaker** to check twice annually.

12. FIRE PREVENTION

- (a) Fire safety inspections and analysis of potential fire hazards are regularly carried out.
- (b) Liaison with relevant authorities takes place as is necessary.

13. EVACUATION

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place at least twice per year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

14. DUTIES OF EMPLOYEES

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989. It shall be the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety 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 and 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 and welfare at work.
- (d) To report to his/her employer or immediate supervisor 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.

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15. ACCIDENT / INCIDENT REPORTING

All incidents, no matter how trivial, and whether to employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report Book should be retained in the staff room for recording all accidents and/ or recorded digitally online.

16. GENERAL SAFETY

The aim of the Board of Management/Manager is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by;

- (a) Observing the general rules of safety.
- (b) Using all machinery and equipment in a safe and proper manner.
- (c) Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- (d) Keeping work areas clean and tidy at all times.
- (e) Making sure all corridors and passageways – particularly those leading to escape routes are kept free of obstruction at all times.
- (f) Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

17. BULLYING

A School Policy on adult bullying and sexual harassment in the workplace has been formed. Bullying is not just one serious incident but repeated anti-social behaviour over a period of time.

Members of staff who feel they have been bullied or victimized in any way should first consult Mr. Emmanuel Bourke or Ms. Niamh Brennan concerning the matter. The grievance procedure as outlined by the CPMSA will be followed.

18. CONCLUDING COMMENT

This Safety Statement has been prepared based on 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 in conditions.

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SIGNED: Frances Boland

DATE: 31/05/2021

(Chairperson, Bord of Management)

SIGNED: Emmanuel Bourke

DATE: 31/05/2021

(Principal)

Date of next review: 31/05/2024