

**St. Paul's S.N.S.**



# **Health and Safety Policy**



## Safety Statement of St. Paul's SNS

The Board of Management of St Paul's Senior National School, Marley's Lane, Drogheda recognises the importance of the legislation enacted in the Safety, Health and Welfare Act 2005.

This safety statement sets out the safety policy of the Board of Management of the school and sets out the means by which it sets out to achieve this policy.

Our Objective is to endeavour to provide a safe and healthy work and learning environment for all employees and pupils and to meet our duties to the members of the general public with whom we come into contact.

The policy requires the cooperation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes to legal requirements and operational changes.

The Board of management is aware of the need for vigilance in the management of its school's Health and Safety, in particular fire safety systems. The school will monitor and ensure that its health and safety systems and practices, including fire safety, will contribute to ensuring that the school is a safe and suitable environment for the entire school community.

Records of accidents, incidents and/or ill health will be recorded and monitored in order to ensure that any corrective measures required can be implemented to minimise the recurrence of such accidents or incidents.

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.

The Board of Management of St. Paul' SNS 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 access to and from places of work.
- Machinery may be opened as safely as 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 of work of its employees.
- Plans for emergencies shall be complied with and revised as necessary

- Regular Fire Drills are held and the results of this are recorded by Sandra Crinion (Post Holder).
- The 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.

The Board of Management of St. Paul's SNS recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business and to the public. The Board of Management of St. Paul's SNS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

#### Rolls and Responsibilities for Safety, Health and Welfare

- The Health and Safety officer is Sandra Crinion
- The Health and safety representative for the Board of Management is Anne Hennessy
- Principal Aine Carthy, Deputy Principal Caroline Corey and the caretaker Keith McCann will coordinate and liaise with Sandra Crinion as part of a safety committee regarding all Health and Safety matters.

#### 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 other person to comply with any of the relevant statutory provisions.
- To use in such a manner as to provide the protection intended, any suitable appliances, 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 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 appliances, protective clothing, convenience or other means or thing provided in pursuance or any

of the relevant statutory provisions of otherwise, for securing safety, health or welfare of 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 2005).

#### Consultation and Information

It is the policy of the Board of Management of St. Paul's SNS to consult with staff and to make a copy of the Safety Statement available to all present and future staff and to convey any additional information or instruction regarding health, safety and welfare at work to all staff as it becomes available via emails, staff meetings and Google Chat messages.

#### Risk Assessment

Regular risk assessments will be carried out in the school in conjunction with the school's insurance company and the school's Health and Safety Committee.

#### Hazards

Hazards that 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.

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

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.

- Wet corridors
- Trailing leads
- Computers
- Basketball nets
- Carpark
- Wooden boxes on green area
- Guillotine
- Fuse board
- Electric kettles
- Boiler house
- Ladders
- Protruding units and fittings

- Laminators
- External store to be kept locked
- Cleaner's room, out of bounds to children and to be kept locked
- Lawnmower
- Icy surfaces on cold days
- Mats in halls
- Vehicles entering yard to deliver to Breakfast Club

**To minimise these dangers the following safety/protective measures must be adhered to as outlined below.**

- Access to and operation of plant/equipment is restricted to qualified members of 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 school's Safety Statement and adhere to its provisions.
- In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable the Board of Management will ensure that members of staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Before and after school, children are encouraged to use the pedestrian crossing when entering and leaving the school premises.
- Children are advised on how to play safely with regards to the wooden boxes on the green area.
- There is padding around the basketball nets in the yard.
- Step ladders are available to all staff members.
- Any broken glass to be removed immediately on discovery.
- PE equipment is checked regularly to ensure it is stacked securely and positioned so as not to cause a hazard.
- Check that mats are in a good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
- Check that wooden beam/benches are free from splinters and generally sound.
- Designated parents room for meetings and parent classes
- Wheelchair accessible bathroom with a hoist for child safety.
- Check that there are no uneven/broken/cracked paving slabs.

- Will check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained.
- Check that manholes are safe.
- Check that all play areas are kept clean and free from glass before use.
- Check that outside lighting works and is sufficient
- Check that all builders' materials, caretakers' maintenance equipment, external stores etc. are stored securely
- Check that refuse is removed from the building each day and is carefully stored outside.
- On windy days, the external doors should be checked and made secure.

### **Constant hazards**

Machinery, Kitchen Equipment, Electrical appliances.

It is the policy of the Board of Management of St. Paul's SNS 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.

### **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 intact and free of cuts or abrasions.
- Unplug lead of appliances 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 St. Paul's SNS 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.

### **Drugs and Medicines**

(See also Administration of Medication Policy)

It is the policy of the Board of Management of St. Paul's SNS that all drugs, medications etc. be kept in a locked drawer in the individual child's classroom and used only by trained and authorised personnel.

### **Highly Polished Floors**

It is the policy of the Board of Management of St. Paul's SNS that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as 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 floors and surfaces being affected by frost in cold weather.

### **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.

## **Fire**

It is the policy of the Board of Management of St. Paul's SNS that:

- 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.
- The post holder, Sandra Crinion will liaise with the Health and Safety officer of St John's to coordinate one fire drill per term.
- Sandra Crinion will ensure that all members of staff have a fire drill table, highlighting where all school personnel have to line up during a fire and/or drill.
- Fire extinguishers will be clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 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. The Principal will ensure that the PE hall and main doors are free of obstruction.
- Assembly areas are designated outside each building and the locations specified. All school personnel have a copy of the fire drill included.
- Exit signs shall be clearly visible.
- 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. The Secretary and/or Principal are responsible for the office. The staff room is every teacher's responsibility. Cleaners to check when cleaning.
- Bottled gas in the Breakfast Club shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- The Principal and Sandra Crinion shall be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.



**Fire Extinguisher Locations**

Throughout the school there are two fire extinguishers (a carbon dioxide and foam spray one) located at each of the following locations:

- Outside the main office
- At all exit doors
- At the P.E. Hall
- Outside the following rooms: A010, A012, A127, A111A, A121, A101.
- In the canteen eating area
- In the kitchen
- At area P3.

**Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staff room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must cooperate with the cleaner in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are available.

Members of staff and students are reminded that any member of staff who is on long term 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. The school will arrange or assign appropriate tasks for the person to carry out in the interim.

Staff and students are not allowed to attend the premises or carry out any duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

**Smoking**

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

**Infectious Diseases**

It is the policy of the Board of Management of St. Paul's SNS 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 principles of cleanliness, hygiene and dis-infection 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 St. Paul's SNS that members of staff are qualified to administer first aid. First aid courses are completed by all staff members on a two yearly basis.

In the case of an accident/emergency the staff member(s) supervising the child at the time of the accident/incident will administer first aid if needed. He/she will ask for assistance if necessary.

The school secretary will assist with:

- Procedure of calling ambulances etc.
- Telephone numbers of local Doctor, Gardai and Hospital.

The details of an incidents/accidents involving a student(s) will be recorded on an incident/accident report file by the adult who was supervising at the time it occurs. This file will then be given to the class teacher(s) who will make any further additions to the report if necessary. When the file is closed, Sandra Crinion will store them in a locked cabinet in her room.

If an accident/incident involves an adult, this will be reported to management.

Sandra Crinion will see that there will be a First Aid Box available to staff at all times containing:

- Plasters
- Wipes
- Antihistamine for stings etc.
- Tape
- Antiseptic cream
- Cotton bandages
- Minor burn cream
- Scissors
- Ice packs (kept in the freezer in the staffroom)

### **Location of First aid boxes**

- A first aid box is supplied to each classroom containing sick bags, gloves, plasters and wipes.
- A fully stocked first aid bag is located at the main exit on to the yard. A cabinet of extra supplies is located in Sandra Crinion's room. All staff members will be made aware of where to get extra supplies if and when needed.

**Defibrillator Training**

This is completed on a two yearly basis by a select number of staff members. All staff are made aware of personnel trained to use the defibrillator. The Defibrillator is checked regularly to make sure it is still charged and that the pads are still in date. This check is completed by the Health and Safety officers in both St John's and St Paul's and by a defibrillator trained canteen staff member.

*A defibrillator is located on the wall in the canteen between St John's and St Paul's schools. It is the property of both schools.*

**Manual Handling Training**

Is completed by SNA's and staff members who may need to use such skills.

**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. All visitors must report to the Secretary's office before gaining admittance to the school. There is a sign in/sign out procedure in operation for visitors. This book is located inside the entrance hall at the window to the secretary's office.

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.

**Collecting Children**

- All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Parents' cars are not permitted to enter the school grounds. The car park is for staff only.
- Those parking outside the school grounds are advised to accompany children to and from the school premises.
- Parents/guardians must sign the book in the main entrance hall before a child can leave the premises during school hours.

## FIRE DRILL 2022-2023

### Teachers and All School Personnel:

In the event of a fire, please follow these instructions:

- Exit your class, closing the door behind you. Walk on the same side of the corridor as you would coming in from the yard at break times.
- Exit the building via the exit door indicated below.
- If a child in your class has to hold the fire door open to allow your class to exit, make sure that child leaves with your class. Do not allow the child to hold the door open for other classes.
- Close the exit door behind you and make your way to the yard.
- Classes that line up at the **numbers 1-12** on the yard, line up at the same numbers but those just in front of the grass area on the yard. Classes that line up at **numbers 13-23** line up as per usual.
- Bring a list of the children's names with you so you can check all children are present..
- Await further instructions.

Thank you for your cooperation, Ms Crinion

| Name           | Year Group      | Line up number | Fire Drill Number | Please Exit the Building via the Door Corresponding to Your Classroom As Listed Below  |
|----------------|-----------------|----------------|-------------------|--|
| Ms Morgan      | Unit            | 1              | 1 back row        | <p style="text-align: center;"><b>First Exit Door</b><br/>(Beside Ms Johnson's Room)<br/><u>Walk on the road</u> and enter the yard via the second gate.</p> |
| Mr Farrelly    | 5th             | 13             | 13                |  |
| Ms Loughran    | 3rd             | 9              | 9 Back Row        |  |
| Ms Mc Cooley   | 3 <sup>rd</sup> | 3              | 3 back row        |  |
| Ms O Donnell   | 3 <sup>rd</sup> | 10             | 10 back row       |  |
| Ms Halligan    | 3rd             | 11             | 11 back row       |  |
| Mr Grimes      | 4 <sup>th</sup> | 15             | 15                | <p style="text-align: center;"><b>Second Exit Door</b><br/>Walk on the <u>right hand side of the footpath</u> and enter the yard via the second gate.</p>    |
| Ms Kelly       | 4 <sup>th</sup> | 17             | 17                |  |
| Ms Fitzpatrick | 6 <sup>th</sup> | 19             | 19                |  |
| Ms Campbell    | 4 <sup>th</sup> | 14             | 14                |  |
| Ms Mc Dwyer    | 4 <sup>th</sup> | 16             | 16                |  |
| Ms Johnson     | 6 <sup>th</sup> | 21             | 21                |  |
| Ms Mc Auley    | 6 <sup>th</sup> | 20             | 20                |  |
| Ms Martyn      | 6 <sup>th</sup> | 23             | 23                | <p style="text-align: center;"><b>Third Exit Door</b><br/>Walk on the <u>left hand side of the footpath</u> and enter the yard via the main gates.</p>       |
| Mr Murphy      | 6 <sup>th</sup> | 24             | 24                |  |
| Ms Hacket      | RC              | 18             | 18                |  |
| Mr Mc Evoy     | 6 <sup>th</sup> | 22             | 22                |  |
| Ms Ryan        | 3rd             | 4              | 4 Back Row        |  |
| Ms R Campbell  | 5 <sup>th</sup> | 5              | 5 Back Row        | <p style="text-align: center;"><b>Back Doors</b><br/>(Onto The Yard)</p>   |
| Mr Mackin      | 5 <sup>th</sup> | 6              | 6 Back Row        |  |
| Mr Barber      | 5 <sup>th</sup> | 7              | 7 Back Row        |  |
| Mr Barnes      | 5 <sup>th</sup> | 12             | 12                |  |

|                                  |                 |   |            |  |
|----------------------------------|-----------------|---|------------|--|
| Ms Mc Kenna                      | 4 <sup>th</sup> | 8 | 8 Back Row |  |
| S.E.T, Ancillary staff, Visitors |                 | 2 | 2 Back Row |  |

### Revision of this Safety Statement

This Safety Statement was reviewed by the Board of Management in October 2022.  
The Board members are as follow:

Fr John Conlon  
Aine Carthy  
Pauline Meegan  
Pauline Kierans  
Mark Churchill  
Anne Hennessy (Safety Representative)  
Bernadette Martin

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



Ratification and Communication

Ratified by Board of Management:

Date: 17/10/22

Signed by Chairperson:

John Conlon p.p.  
Fr. John Conlon

Signed by Principal:

Aine Carthy  
Aine Carthy

