



Health and Safety

Sligo School Project

The Board of Management/Manager 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 document requires the co-operation of all employees. It shall be reviewed regularly, in the light of experience, changes in legal requirements and operational changes. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management/Manager of Sligo School project 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.
- ◆ 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 at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management/Manager as necessity arises.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

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

The Board of Management/Manager of Sligo School Project 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:

- (α) 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.
- (β) 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.
- (χ) 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.

- (δ) To report to the Board of Management/Manager 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.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or 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 1989).

Consultation and Information

It is the policy of the Board of Management/Manager of Sligo School Project to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to 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.

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

It is the policy of the Board of Management/Manager of Sligo School Project that:

- (i) The Board of Management/Manager 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.
- (ii) The principal will ensure that fire drills shall take place at least once in a school year.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.

- (v) 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 his/her classroom must ensure it is kept clear.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside the building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) 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 Principal is responsible for the office. Staff room is every teacher's responsibility.
- (x) Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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
- Climbing frames
- Computers
- Projectors
- Fuse Board
- Electric kettles
- Boiler house
- Ladders
- Protruding units and fittings
- Flat roof of hall and flat roof of school
- External store to be kept locked
- Lawnmower
- Garden stores
- Icy surfaces on a cold day

To minimise these dangers the following safety/ protective measures must be adhered to -

- (a) All equipment is to be used in strict accordance with the manufactures instructions and recommendations.
- (b) Where applicable Board of Management/Manager will ensure that members of the staff will have been instructed in the correct use of equipment.
- (c) All machinery and electrical equipment are fitted with adequate safeguards.

- (d) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (e) Ladders must be used with another person's assistance.
- (f) Remove broken glass immediately on discovery
- (g) Floors are clean, even, non-slip and splinter-proof.
- (h) PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (i) Regular check that all PE and other mats are in good condition.
- (j) An regular routine for inspecting furniture, floors, apparatus, equipment and fittings.
- (k) Check that wooden beams, benches etc. are free from splinters and generally sound.
- (l) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (m) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- (n) Check that manholes are safe.
- (o) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (p) Check that outside lighting works and is sufficient.
- (q) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
- (r) Check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards

Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management/Manager of Sligo School Project that 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, 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 in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when 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/Manager of Sligo School Project 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. (Cleaner/Principal where appropriate).

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate 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 must be available.

Members of staff are reminded:

- (a) A person who is under medical supervision or on prescribed 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.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.

It is the policy of the Board of Management/Manager of Sligo School Project 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 to eliminate as far as possible, the danger of slipping. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

Smoking

It is the policy of the Board of Management/Manager of Sligo School Project that the school shall be a non-smoking area.

Broken Glass

The Board of Management/Manager shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

First Aid

It is the policy of the Board of Management/Manager of Sligo School Project that where practicable, a member of staff shall be trained to provide First Aid to staff and pupils.

There will be maintained in the school a properly equipped First Aid Box available to staff at all times. It will be located in the staff room.

Disposable gloves must be used at all times in administering First Aid

Collecting Children

- (1) Cars are advised to drive slowly on entering school grounds when collecting children.
- (2) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Revision of This Safety Statement

This statement shall be regularly revised by the Board Of Management/Manager of Sligo School Project in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989