

# Safety Statement

|   |                               |
|---|-------------------------------|
| <b>School Name</b>                        | Nicker National School        |
| <b>Address</b>                            | Pallasgrea, Co.Limerick       |
| <b>School Type</b>                        | Co-Educational Primary School |
| <b>Chairperson of Board of Management</b> | Ms. Ciara O'Connor            |
| <b>School Principal</b>                   | Ms. Karen Franklin            |

## Names and telephone numbers of

|   |   |
|---|---|
| • <b>Doctor</b>                           | Doon Medical Centre (061)380577               |
| • <b>Hospital/Ambulance</b>               | Mid-Western Regional<br>Hospital, Dooradoyle  |
| • <b>Fire Brigade</b>                     | 999/112                                       |
| • <b>Garda Station</b>                    | Pallasgrea (061)384102                        |
| • <b>Safety Representative</b>            | Ms. Siobhán English                           |
| • <b>Person Responsible for First Aid</b> | Ms. Marianne Blackwell<br>Ms. Siobhán English |

This Safety Statement is aimed at protecting our students and employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees and outside service providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practical, to comply with all relevant health and safety legislation to include the following areas

- provision of a safe workplace
- safe access and egress routes
- Safe handling and use of chemicals
- Safe equipment including maintenance
- Provision of appropriate personal protective equipment

**Signed**

**Date**

Manager/Chairperson, Board of Management

## **Safety, Health and Welfare Policy**

### **Introduction:**

This policy was revised several times from October 2012 to 2022 This policy applies to all users of the school premises and all school related activities. A separate policy will cover external agencies using the school premises outside of school hours, should this practice occur.

### **School Ethos:**

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and fulfilling a duty of care at all times when the school is in operation. This statement, in conjunction with the Child Protection Policy, Stay safe Programme, Code of Behaviour and Anti-Bullying Policy aims to promote the physical and emotional welfare of students and all members of the school community. On a day to day basis and in the case of an emergency or incident, it is essential that pupils follow the instructions of staff members at all times, to ensure their own safety and that of others.

### **The aims of this Safety Statement are:**

- To ensure the physical and emotional safety and well-being of all staff and pupils
- To identify possible hazards and outline the necessary actions to be taken to minimise associated risks
- To establish a systematic follow-through on problems
- To identify and outline clearly health and safety responsibilities
- To develop a framework of procedures whereby any incidents, accidents or injuries are dealt with in a competent and safe manner
- To provide training for staff, with the effective use of outside expertise, so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work
- To involve everybody in the maintenance of safety
- To identify any hazards which exist in the short term, until the Summer holidays and plan to avert the associated risks

When compiling this safety statement, the General Safety and Health Provisions of the Safety, Health and Welfare at Work Act of 2005 were taken into account. The school's Health and Safety Statement and policy are based on the document; *Guidelines for Managing Safety, Health and Welfare in Primary Schools*. The duties listed hereafter refer to the general employer duties, providing safety information for employees, providing instruction, training and supervision for employees, have adequate emergency plans, duties of contractors, duties of employees, to provide protective and preventative services, carry out a risk assessment, provide an up to date safety statement, co-operate with others in the workplace and provide health surveillance with the purpose of protecting the health of any employee.

### **School Profile**

Nicker N.S. has 112 pupils on roll, 9 teachers, 3 SNA's and a secretary on the school premises during school hours. The building has five main classrooms, a Learning Support and resource room, a staff room, office, main store room and toilets.

There is a playing area and steps at the front and sides of the school, a play area to one side of the school and a shed to the rear of the building.

## **Roles and Responsibilities for Safety Health and Welfare:**

### **The Board of Management**

The Board of Management has overall responsibility for health and safety within Nicker National School and for the implementation, monitoring, auditing and reviewing of arrangements for health and safety.

### **Principal and Staff**

The overall responsibility for the day to day management of school supervision rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Representative is Ms. Siobhán English. The First Aid Officers are Ms. Siobhán English and Ms. Marianne Blackwell.

### **Duties of Teachers**

In order to promote a safe and healthy working environment, teachers at Nicker N.S. will, as far as circumstances allow, ensure that;

- pupils are given suitable information and instruction in health and safety matters pertaining to their classroom and are encouraged to report any defects
- a safe system of work is being adhered to
- a suitable level of supervision is provided
- good housekeeping is maintained in each classroom
- they understand the school's policies and procedures regarding safety
- the necessary steps to stop any dangerous activity or behaviour
- they report accidents or incidents and assist in any accident investigation
- defective equipment is reported and taken out of use

### **External Agencies and Employees have a duty to:**

- take reasonable care of their own safety and that of any other person affected by their acts
- co-operate fully with the Principal/Safety Officer and others in order that Nicker National School meets its statutory health and safety obligations
- use any protective clothing and equipment provided by Nicker National School in the prescribed manner
- use all equipment for the intended purpose and in the specified manner
- report defects in equipment or the system of work to the Principal/Safety Representative.
- comply with legislation whereby employees are obliged to ensure that they are not under the influence of an intoxicant that may endanger their safety or that of others at work
- employees are not to misrepresent their level of training in health and safety issues

### **Responsibilities of Pupils**

In accordance with the child's age, ability and educational needs, s/he is expected to comply with the school's Code of Behaviour and Discipline and Anti-Bullying policies and to obey the instructions of supervising adults. Children will receive support and encouragement in fulfilling this responsibility. Older children will be encouraged to become pro-active in informing staff of potential hazards.

## **Emergency Procedures – Fire safety, First Aid, accidents:**

Safety of pupils and staff is a priority for the Board of Management, and, as outlined more fully in the Accident and Injury policy, robust measures have been put in place to try to ensure that hazards are controlled and children and staff are protected from harm;

- hazards are identified and remedial measures are outlined
- The provision of basic first aid training for staff has been undertaken
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing goalposts, blasting the ball into the play area of another class, throwing stones, running fast in the Infant areas, engaging in "horseplay", fighting etc. are subject to sanctions. (see School Anti-Bullying and Discipline Policies)
- Procedures are in place in the event of accidents
- Adequate yard supervision is in place at all times

*The following procedures relate to accidents and injuries:*

### **Minor Accident/Injury**

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the main hallway. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified immediately if deemed necessary, and any accidents which may require the continued monitoring of a child's condition will be notified to parents before the end of the school day e.g.(bump on the head).

### **More Serious Accidents/Injuries**

If considered safe to do so, the injured party is taken to the main hallway. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as calm and comfortable as possible.

### **Very Serious Injuries or Illnesses/Emergency situations**

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions, subject to appropriate medical advice, the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. Parents are kept informed of developing situations.

A more comprehensive account of First Aid Procedures is outlined in the school's Accident and Injury Policy.

First Aid procedure is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

### **Fire Safety**

A fire drill is organised once per term. Teachers are aware of evacuation procedures. In the event of an emergency, teachers accompany classes to the assembly point in the new play area. Emergency services are contacted from outside the school building. Roll call takes place and staff and students return to the school building only when advised that it is safe to do so.

### **Resources for safety health and welfare in the school:**

Fire extinguishers and a fire blanket have been provided and are checked at regular intervals. A fire alarm has also been installed.

First-aid boxes are located in the Staff Room, the office and in the Infant classrooms and Third and Fourth classroom in the school. The contents of such boxes are replenished when deemed necessary by the Health and Safety Representative, First Aid Officers and/or some other designated staff member.

A folder containing guidelines on Health and Safety Practices and Procedures is kept in the Staff Room.

### **First Aid Arrangements.**

|                              |                               |
|------------------------------|-------------------------------|
| First Aid Box Contents _____ | Plasters                      |
|                              | Wound dressings               |
|                              | Latex free gloves             |
|                              | Alcohol free antiseptic wipes |
|                              | Scissors                      |
|                              | Bandages.                     |
|                              | Ice packs                     |

Person responsible for First Aid\_-Ms. Blackwell, Ms. English

### **Record Keeping:**

All accidents/injuries are recorded in Accident Report Book which is located in the office and circulated daily. One Accident Report Book covers all children in the school. Teachers keep a separate copy of accident reports relating to serious injuries sustained by children in their class. The accident report lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc., as is relevant to the situation. Very serious injuries will be notified to the schools insurers using a Special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have. Each teacher is aware of particular medical conditions which may arise in a group under his/her supervision and the procedures for dealing with them.

## **Risk Assessment**

### **Hazard Identification – Remedial Steps**

#### *What is a hazard?*

A hazard is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, pupils or visitors at Nicker N.S.

#### *Hazard Identification*

Hazards are identified and assessed by the Principal and staff at Nicker N.S. A comprehensive hazard identification process was carried out, based on the everyday experiences of the staff and will be carried out again as the circumstances of the school change. Incidental and temporary hazards and risks are notified to the Principal as they arise.

#### *What is a Risk?*

In this case a risk means the potential of the hazard to cause harm.

#### *Risk assessment*

The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in. As part of the ongoing use of this safety statement, Nicker N.S. applied the HSA guidelines when compiling its risk assessment.

Steps have been taken by the Principal and staff to identify possible hazards which exist in the school environment and steps which may be taken to minimise the risks.

Additional advice has been sought from Allianz Insurance.

| <b>Named Hazard</b>                             | <b>Associated Risk</b>   | <b>Remedial steps</b>  |
|---|--|--|
| Toilets on corridor                             | Risk of accident/incident when children are away from the direct supervision of the teacher. | The secretary will observe children who pass along the corridor.<br><br>All pupils are encouraged to go to the toilet before class each morning, at break time and lunchtime. This should minimise the number of times a child needs to leave the teacher's supervision. |
| Surface water and mud on floors in wet weather. | Risk of pupils slipping  | Wet floors are attended to as soon as notified to Staff. Mats have been installed to minimise the risks.   |

|   |   |   |
|---|---|---|
| Stiles  | Opening directly onto the road  | Children to be constantly reminded not to leave the yard during school hours without supervision. School yard supervised back and front at playtime   |
| <b>Named Hazard</b><br>Bars and steps in front of the school        | <b>Associated Risk</b><br>Children tend to swing on the bars or climb over them<br>-risk of falling | <b>Remedial steps</b><br>Children to be warned of the danger of doing this. Front yard be supervised at break times.  |
| Ball going over the walls at the front or sides of the school       | Risk of accident as children retrieve the ball  | Metal barriers have been put in place to ensure small children cannot fall from the wall. Children are supervised in the yard and are not allowed to leave the school grounds without permission. Play areas are organised to reduce the likelihood of the ball going over the walls. |
| Low wall at front of the school                                     | Risk of children falling onto the road  | Children are not allowed to sit on the wall. Barriers have been put in place inside the wall.   |
| Loose stones in the stone wall to the front and side of the school. | Risk of injury  | Walls will be maintained and repaired regularly   |
| Items stored in the shed  | Risk of injury if children enter the shed   | A locked storage area to be constructed in part of the shed.  |
| Traffic congestion at the school gate, in the mornings and evenings | Risk of accident  | Safe parking and walking to the school gate to collect pupils is emphasised and encouraged in a letter to parents. Children travelling by bus will get on and off the bus in an orderly   |

fashion. Entrance to the school has been designed to facilitate ease of access.

|                          |                                       |  |
|--------------------------|---------------------------------------|--|
| Electrical Installations | Electrocution/<br>Electric/shock/fire | All electrical equipment/installations maintained in a proper manner   |
| Electrical equipment     | Electrocution/electric<br>Shock       | All plugs tops securely and correctly wired. No damaged leads/taped joints used. All connections are secure/well maintained.   |
| <b>Named Hazard</b>      | <b>Associated Risk</b>                | <b>Remedial steps</b>  |
| Fire                     | Fatalities/<br>Smoke inhalation       | Faulty equipment be taken out of use immediately. Children are not allowed to plug in electrical equipment.<br><br>Adequate fire extinguishers are provided. A fire alarm has been installed. All fire safety equipment is regularly serviced. Fire drills take place once a term. Employees have been instructed in the use of fire extinguishers. Assembly areas are designated outside the school building. All flammable materials, paints etc. to be stored outside the school building. The Principal/ Deputy Principal is responsible for ensuring that fire drills take place and evacuation |



|  |  |   |
|--|--|---|
|  |  | procedures are known. Electrical equipment is left unplugged when unattended for lengthy periods of time and the building is empty.   |
| Heavy doors  | Risk of injury if door closes while classes are leaving the room | Door blocks provided to keep doors tied back.   |
| Wet floors/spillages trailing leads/Broken glass/wet leaves/manhole covers | Slipping/falling cuts  | All floor washing is carried out after school hours. All spillages/rubbish/loose paper, is cleaned up promptly. Leads to be tied up and secured with electrical ties in so far as possible. Corridors are kept clear of obstructions. |

| <b>Named Hazard</b>   | <b>Associated Risk</b>                           | <b>Remedial steps</b>   |
|---|--|---|
| Lifting/manual handling of heavy equipment boxes books etc. | Back injury/strain                               | Proper lifting techniques to be applied<br>More than one person to undertake these tasks. These tasks to be kept to a minimum.  |
| Administration of Medicines                                 | Risk of accidental overdose or poisoning         | The administration of medicines will take place strictly in accordance with the Administration of Medicines policy.   |
| Safety when using the internet                              | Risk of exposure to unsuitable material/persons. | Children to be supervised at all times when using the internet. Information provided to parents, teachers and students.<br>Data Protection, Internet Policy and Acceptable Use Policy |

|   |  |   |
|---|--|---|
| Safety on School Trips and during sporting activities/matches/adventure trips | Risk of accident, injury or incident in unfamiliar surroundings. | Children are supervised at all times on school trips. Children will be instructed in the use of sports equipment and adequate supervision provided. All adults with unsupervised access to children to be Garda vetted  |
| Chemicals/cleaning Detergents   | Corrosive chemicals skin damage on contact                       | Personal protective equipment provided ie. rubber gloves. All chemicals are kept out of the reach of children.  |
| <b><u>Named Hazard</u></b>  | <b><u>Associated Risk</u></b>                                    | <b><u>Remedial steps</u></b>  |
| Overhead electrical lines adjacent to trees to the side of the school         | Electrocution on contact with overhead lines                     | When work is carried out with equipment, which could reach overhead lines, extra care to be advised   |
| Welfare facilities  | Risk of infection due to poor hygiene                            | Adequate welfare facilities are provided. These will be kept clean and provided with adequate soap and means of drying hands.   |
| Covid 19 Virus  | Risk of spread of virus  | All guidelines issued by Government departments will be followed.   |
| External workforce  | Risk of injury due to any work undertaken                        | All outside contractors must report to the Principal prior to carrying out any work. The workforce will be made aware of the school activities and will be made aware of the provisions of this Safety Statement. All work, so far as is practicable, will be carried out outside school hours. All |

contractors will be expected to take suitable precautionary safety measures. **It is not expected that any interaction will be needed between pupils and workers. Necessary interactions will be handled by staff.**

|  |   |  |
|--|---|--|
| Stones in flower bed in front of the school  | Risk of injury caused by stones being thrown      | Pupils will be reminded not to throw stones and will be discouraged from playing beside the flower beds. |
| Poles holding basketball nets in new playground  | Risk of injury if a child collides with the pole. | A protective covering will be placed on the poles.   |
| Gates in the fence beside the stream in the new playground                                     | Risk of child falling into the stream.            | Gates will be locked at all times.   |
| Areas where the tarmac has been repaired in the new playground become slippery in wet weather. | Risk of children slipping                         | Teachers will remind children to take extra care   |
| <b>Busy road on the Way to the Church or Community Centre</b>                                  | <b>Risk of accident</b>                           | <b>Road safety will be emphasised and adequate supervision provided.</b>                                 |

### **Instruction, Training and Supervision**

All staff will receive further training during Croke Park hours in order to ensure all are aware of important information particular in relation to epilepsy/allergies/asthma etc.

Programmes in use in the school to promote the safety and welfare of all students include, Be Safe, Walk Tall, Stay Safe as well as lessons delivered on Farm Safety and Water Safety.

### **Evaluation of measures in place**

It is important to note that the vast majority of the risks and hazards identified above have not caused injury or accident to date. The accidents which take place in the

school have generally been slips, trips and collisions at playtime, in the classroom, or on the sports field. The measures and controls in place are further strengthened by the school's Code of Behaviour and Discipline and Anti-Bullying Policy.

This statement will be reviewed every twelve months and safety concerns will be addressed, as they arise, as will any training needs.

The success of this policy is measured by set criteria;

- Maintaining a relatively accident free school environment
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

### **Communication and Consultation**

The school welcomes feedback from all members of the school community on matters relating to health and safety. Views previously expressed by parents have been incorporated into this statement. This Safety Statement is available on request to any member of the school community. This Statement will be reviewed again in June 2022 or before this time if necessary.

### **Ratification:**

This revised policy was first ratified by the Board of Management of Nicker N.S. in 2010 and has been reviewed regularly since then.