

CANAL WAY ETNS - SAFETY STATEMENT

INTRODUCTION

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 annually by the Board of Management Safety Officers and a report made to staff. 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 of Canal Way ETNS 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 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.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Canal Way ETNS 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 other 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 lone use 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 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 of Canal Way ETNS 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

FIRE SAFETY DELEGATION

OVERALL RESPONSIBILITY

Name: Mr Dermot Stanley

Title: Principal

Fire Marshals

Aodán Brennan

Hazel Fahy

It is the policy of the Board of Management of Canal Way ETNS that:

This school has an evacuation plan so that in the event of any emergency, staff members, pupils and visitors can be evacuated in a quick and safe manner. All staff members will be informed of the evacuation plan during their induction Staff Meeting the day before we open in September. All staff members must adhere to the plan and obey any orders given by appointed fire officer.

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 principal will ensure that fire drills shall take place at least once a term.

Fire alarms shall 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. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.

A plan of the school shows assembly point X on the school yard, where each class lines up. These plans are displayed in the classrooms with the 'evacuation plan'.

Exit signs shall be clearly marked.

Principal 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 Marshals

Fire Marshals will be Staff Members who will be responsible for:

- ☐ Evacuation of other staff members and pupils in their responsible areas in any emergency. Consultation with the fire officer concerning all emergency issues
- ☐ Communicating any changes in evacuation procedures to staff members.

Fire Marshals will also ensure that in their area of responsibility, equipment, articles, substances or work methods that could lead to a fire or other emergency, are always stored correctly and never left unattended.

Fire Marshals will also be a source of information should a staff member have any question concerning emergency procedures.

Fire Marshals will have deputies to act in their absence.

Fire Marshall Procedure

On hearing the alarm, encourage all Staff Members and pupils in your surrounding area to move quickly and calmly to the nearest exit.

Check your surrounding areas for remaining staff members or pupils and then leave the building immediately.

All Fire Marshals must be trained in the use of fire extinguishers. Do not tackle a fire that is not in your control. Staff member safety is of paramount importance.

Fire Marshals, once outside the building, should report to the fire officer and await further instruction.

The Fire Officer

The Fire Officer will have responsibility for the co-ordination of any emergency evacuation.

The Fire Officer will consult with and inform Fire Marshals and Staff Members on evacuation procedures within the school. . Fire Officers will also be sources of information regarding health and safety.

It will be the Fire Officer's responsibility with the Safety Officer to devise, execute and regularly practice evacuation procedures by way of fire drills and to ensure that all Staff Members receive regular training in this area.

The Fire Officer will also carry out regular fire inspections of the premises and regular inspections of the fire protection systems.

The Fire Officer will liaise with the emergency services and will give instructions for re-entering the building. The Fire Officer will have a deputy to act in his/her absence.

Anyone (child or staff) discovering an outbreak of fire or discovery of other hazard should raise the alarm at once. This should be done by alerting the office or dialling 999 from the Staff Room.

FIRE EVACUATION PLAN

In the event of a fire the following procedure is followed

- Alarm is raised.
- Local Fire Brigade is called by the Principal or office or other adult
- School is evacuated
- Pupils and staff make their way to their assembly point in single file, with the teacher at the rear, with the roll sheet.
- Close the door of the classroom and all doors on the escape route which will not be used again.
- each Marshall should report at once to the principal teacher "all present" or otherwise. All doors must be closed on departure.
- The officer in charge of the Fire Brigade should be met on arrival by the Principal and immediately informed whether or not all persons have been safely evacuated.

- Each teacher calls the roll at the assembly point.
- Children with an SNA, a special education teacher or an EAL Teacher, go with the teacher to their class assembly point
- Secretary will assist Junior Infants
- The Principal (Fire Officer) will assemble at Point B
- Fire Wardens will report to the Principal at Point X, Stating names of missing persons if any.
- If anyone is missing an immediate search by the staff should be made as far as is practicable, with no place to which pupils have access being overlooked.
- DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE PERMISSION FROM THE PRINCIPAL (FIRE OFFICER)

Evacuation Drill

One evacuation drill is held a term

- October
- March
- May

Assemble points are clearly marked one is located in the yard area and two in the field area.

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

Guillotine

Fuse Board

Electric kettles

Boiler house

Ladders

Debris in school yard

Protruding units and fittings

Flat roof of hall and flat roof of school

External store to be kept locked

Lawnmower

Icy surfaces on a cold day

Mats in hall

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

- Access to and operation of plant/equipment is restricted to qualified members of the 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 schools Safety Statement and shall adhere to its provisions.

- In addition all such equipment is to be used in strict accordance with the manufactures instructions and recommendations.

- Where applicable Board of Management will ensure that members of the staff will have

been instructed in the correct use of plant & equipment.

- All equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- Glass bottles are not to be used by pupils. Remove broken glass immediately on discovery
- Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- Check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Board of Management Safety Officer and Staff Representative.)
- Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

Constant Hazards

Equipment, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Canal Way ETNS that equipment, 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 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 of Canal Way Educate Together National

School 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. (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication

It is the policy of the Board of Management of Canal Way ETNS that all drugs, medications, etc be kept in office space in filing cabinets and pedestals securely locked.

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 and students are reminded:

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.

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

Highly Polished Floors

It is the policy of the Board of Management of Canal Way ETNS 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. 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, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical. Rubber Mats are used at all entrances to reduce the risk of slipping.

Smoking

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

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff must remain vigilant and pro-active in removing broken glass.

Visual Display Units

It is the policy of the Board of Management of Canal Way Educate Together National School 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.

Infectious Diseases

It is the policy of the Board of Management of Canal Way Educate Together National School 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 principals 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 and soap and hand dryers.

FIRST AID – See relevant policy

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 before gaining admittance to the school. 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.

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 workmen 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.

Collecting Children

All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.

Cars are advised to drive slowly on entering school grounds when collecting children.

Those parking outside the school grounds are advised to accompany children to and from the school premises.

Scooters and Bikes to be dismantled upon entering the grounds.

Revision of This Safety Statement

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

Signed on behalf of the Board of Management:

Chairperson: Catherine Cosgrave

Principal: Dermot Stanley

Safety Officer: Stuart Clarke Nominee of BOM

Safety Officer: Aodán Brennan Nominee of Staff

Date 01.04.2019

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

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

FIRE EVACUATION PLAN

CANALWAY EDUCATE TOGETHER

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- Alarm is raised.
- Local Fire Brigade is called by the Principal or office or other adult
- School is evacuated
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- Close the door of the classroom and all doors on the escape route which will not be used again.
- each Marshall should report at once to the principal teacher "all present" or otherwise. All doors must be closed on departure.
- The officer in charge of the Fire Brigade should be met on arrival by the Principal and immediately informed whether or not all persons have been safely evacuated.
- Each teacher calls the roll at the assembly point.
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- Secretary will assist Junior Infants
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