

Safety Statement 2020

Policy Statement

This document sets out the policy of Scoil Cholmcille, Mount Hanover and specifies the arrangements made and the resources provided to achieve that policy.

Our objective is to provide a safe and healthy environment for all employees and to meet our duties to pupils and members of the public who may be affected by our operations.

The success of this policy will depend on your cooperation.

It is therefore important that you read this document carefully and understand your role in the overall arrangements for health and safety at our premises at Mount Hanover, Duleek, Co. Meath.

Emergency Plans

An emergency is a situation which arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services.

Examples include fire, explosion, collapsing buildings, notification, incendiary and bomb scares. The school has procedures in place for dealing with emergencies.

Staff will be made aware of these procedures and regular practice drills will be undertaken.

These activities are the responsibility of Lorraine O'Loughlin (School Principal) or Kate Leddy (Deputy Principal).

Emergency Phone Numbers

Fire Brigade 999

Ambulance 999

Garda (Emergency) 999

Local Garda Station: Duleek Village Phone Number: 041 – 9823222

School Eircode: A92 TC99

Emergency Evacuation Procedures

In the case of fire, or other emergency requiring evacuation of the workplace: The person discovering the fire should raise the alarm by raising their voice or breaking the break glass unit. They contact the emergency services. All persons must leave the building immediately leaving personal belongings behind. All persons should go immediately to assembly areas located at the perimeter fencing. All teachers will take a roll to identify any persons missing

from the assembly area. No one should re enter the workplace until the emergency services give the “all clear”.

Emergency Drills

The principal is responsible for ensuring that all staff and visitors are aware of the location of all the exits and emergency evacuation procedures. A fire drill will be carried out at least once a term.

Location of Fire Extinguishers

Fire Extinguishers are located in every classroom, the staff room, the school office and on the corridor: North East Fire Prevention is responsible for ensuring that this equipment is maintained in line with the required servicing intervals.

Signs and Notices

The school will ensure that all necessary signs and notices are displayed in our workplace. These will identify the locations of all exits and fire fighting equipment, as well as any danger zones or hazardous materials.

First-Aid

The School provides and will maintain adequate and appropriate first aid equipment, suitability marked and easily accessible, in order that first-aid can be provided in the workplace.

The first-aid equipment is located in the staffroom.

The first aid box will contain the following;

- Plasters
- Safety pins
- Wound dressings
- Triangular bandages
- Sterile eye pads
- Medical wipes
- Gloves
- Paramedic shears

Defibrillators

There is one public access defibrillator in the school. It is located on the outside of the school building. Lorraine O’Loughlin & Kate Leddy are trained in the use of the defibrillator although it is accessible to everyone.

Reporting Accidents

The school will comply with the requirements for reporting accidents and dangerous occurrences to the:

Health and Safety Authority
10 Hogan Place
Dublin 2
Tel (01) 6147000

The person responsible for reporting accidents and dangerous occurrences is the School Principal. Any accident in the School which results in a worker or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety authority. Accidents will be reported by filling out the online Accident Reporting form from the Health & Safety Authority website (www.hsa.ie).

Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident. Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the publications and Forms Section of the Health and Safety Authority website (www.hsa.ie)

Workplace Environment

We will provide a healthy working environment and will ensure that the following issues are always addressed. The School Principal is responsible for these matters. Ventilation will be adequate.

The temperature will be comfortable, normally above 17.5 c. and will not become excessively hot during warm weather.

Adequate lighting will be provided.

We will provide adequate facilities for boiling water and taking meals. Smoking will not be permitted in our workplace.

We will provide toilets for school employees. The School will keep them clean and in working order. Hot and cold water, soap and towels will be provided. The work place will be

cleaned as required. Floors and traffic routes will be cleaned at least 3 times per week. Waste Materials will be removed on a daily basis.

Workplace Hazards and Risks

On the following pages you will find a list of workplace hazards and risks.

SAFETY HAZARDS	CONTROL MEASURES	REVIEW
Spillages – slips and trips	Areas to be sealed off and wet cone signs put in place.	Working well
Running in corridor	No running rule to be strictly enforced /teacher always leads the class out of the room.	Working well
Children being collected early from school	Class teacher/school secretary to be informed. Person collecting the child will come to the school door.	Working well
Parking Cars	Cars to be reverse parked in the school car park. Fire exit to be kept clear. All staff informed.	Working well
Broken bottles/hazards on yard	Principal/Deputy to check the yard each morning.	Working well
Ice / Snow	Principal/Deputy/Assistant Principal to salt / clear areas.	Working well
Hot water / Drinks on corridor	Care to be taken when carrying hot drinks. Lids on mugs. Avoid if possible.	No problems
Accidents on yard	Teacher on the yard sees to the accidents with support from SNA or other teachers.	Working well
Traffic at the beginning and end of each school day	Remind parents/guardians about the bus bay and responsible parking.	Works well most of the time
Unauthorised access during school day	Coded access.	Working well

Unauthorised access after school day when school building is at risk	Gates locked each evening. Timed lights on the outside of the school building. Building is alarmed.	Works well most of the time
Entrance / Exit at teachers car park	Remind staff regarding road safety.	Works well most of the time
Playgrounds	Ensure supervision Rota in place.	Rota in place- Working well
Internal entrance to school on wet days	Ensure mats are in place, mopping of floors & wet floor signs.	Working well
Toilet areas: tiled area of toilet floors	Ensure mats are in place, mopping of floors & wet floor signs.	Works well most of the time
Mould growth on walls and ceilings	Monitor the growth. Use of dehumidifiers.	To be monitored closely
P.E Hall	Ensure suitable footwear is worn.	Working well
Equipment, materials, coats etc	Coats to be hung on coat hooks, bags stored under tables.	Working well
Cleaning materials / bulk liquid	To be stored in the teachers toilet behind the dividing curtain.	Working well
Spillages/ food	Clean spillages and remove food.	Working well
Admission requests from pupils with a history of violence in other schools towards pupils and staff	Refuse admission.	No such applications to date
Admission requests from pupils with a history of violence towards school property	Refuse admission.	No such applications to date
Assaults on members of staff by pupils	Refer to Code of Discipline and powers of suspension and expulsion.	No such incidents to date
Assaults on pupils by other pupils	Refer to Code of Discipline and powers of suspension and expulsion.	No such incidents to date

Threatening behaviour towards pupils by other pupils	Refer to Code of Discipline.	Working well. Sanctions imposed
Threatening behaviour towards teachers by other others	Refer to Dignity at Work Policy.	Working well
Cardiac Arrest	Provision of Defibrillator CPR & Defibrillator training.	Public access defib. Two staff members trained in the use of the defibrillator in November 2018.
Contractors carrying out work	Health & safety statement to be sought. Insurance details of others sought. In so far as possible, work to be carried out after school hours.	Working well.