**Glór na Mara**

**Primary School**

**Convent Hill**

**Tramore**

**Co. Waterford**

**Roll No. 20116H**

**School safety statement**

*In accordance with the Safety, Health and Welfare Act 2005*

*Updated May 2019*

### STATEMENT ON GENERAL POLICY

The Board of Management of Glór na Mara School recognises the importance of, and is committed to and accepts the aims of, the legislation enacted in the Safety, Health and Welfare at Work Act 2005.

The Principal and the members of staff of Glor na Mara School acknowledge their responsibilities under the Safety, Health and Welfare at Work Act, 2005 and any regulations made there under.

This Safety Statement sets out the Safety Policy of the Board of Management of Glór na Mara and sets out the means to achieve that policy. The Board of Management of Glor na Mara is committed to providing, so far as is reasonably practicable, a safe and healthy work environment for all its employees and to meet its duties to students, visitors, subcontractors, or any other person(s) who may be affected by the School’s operations. Glor na Mara School will consult regularly with staff on safety and health and welfare at work matters, including this document.

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

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents / and or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

*Signed*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Board of Management May 9th 2019

#### General Guidelines

The Board of Management of Glor na Mara School 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.
* A Duty of care is established and maintained i.e. to take such care of pupils as a careful and prudent parent would of her/his own children, that each teacher has for her/his pupils at all times.
* That work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
* To ensure the provision of sufficient information, instructions and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
* Formulate effective procedures for use in the case of fire and for evacuating the school premises in the case of emergencies.
* Lay down procedures to be followed in the case of accident
* Teach safety as part of the pupil’s duties where appropriate.
* Monitor the weather on a daily basis. In the event of severe weather conditions, e.g. severe wind, frost, snow or heavy rain, the pupils shall be kept indoors.

#### SAFETY STATEMENT

The Board of Management of Glór na Mara Primary School charged with the direct government of the school, has prepared this Safety Statement in accordance with the requirements of the Safety, Health and Welfare Act of 2005.

Safety, health and welfare within the school are, and have always been, a duty for all members of the school community and one which calls for constant vigilance.

The Principal Teacher, Mr. Pat O’ Mahoney, is responsible for the discipline of the school generally, the organisation of members of the teaching staff, including the co-ordination and effective supervision of their work, the organisation of the school and other matters relating to the work of the school.

Each teacher shares a common responsibility for maintaining good order and safety within the school. The teaching staff is required to assist the Principal and Deputy Principal in the day-to-day organisation and supervision of pupils, in the respective buildings.

The teachers holding Posts of Responsibility are Ms. Niamh Dalton, Mrs. Margaret Buckley, Ms. Niamh O’ Hehir (Ms. Clodagh Britton – Acting), Sr. Catherine Maguire and Ms. Nóirín Phelan.

In the Star of the Sea and the Edmund Rice buildings, a rota of teachers for the supervision of pupils during small break, 10.30 – 10.40am and lunch, 12.15 – 12.45pm is arranged annually by the Deputy Principal. A table of names and times of supervision is displayed in each staff room.

Each teacher is responsible for the assembly and dismissal of his/her pupils each day.

The Board of Management in consultation with the Teaching staff has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community:-

1. Activity outside the school (matches, swimming, tours, field trips, etc.)
2. Activity within the school
3. Restricted areas
4. Hygiene
5. Fire Drill
6. First Aid

Our school opens for schoolwork at 8.50a.m. In accordance with Rule 124/4 (Rules for National Schools) all teachers are required to be present to exercise supervision over their classes at that time. It is recognised that the short break at 10.30am and the lunch break at 12.15pm require special attention and these breaks are supervised by teachers.

In all pupil activities involving games of whatsoever kind, teachers will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

#### Hazards - see Appendix 1

Within the classrooms and school building during normal school business, the hazards, with the potential for injury for all within the area are: -

* Activity involving the use of tools of any kind e.g. scissors pointed implements, knitting needles.
* Activity involving the use of electrical power.
* Hallway and condensation in toilet areas, stairs and corridor at specific times of the year.

Our teachers are professional people trained to conduct group activity. However, some accidents can occur due to oversight or the postponement of rectifying defective equipment e.g. defective plugs, defective desktops etc. Therefore, teachers and ancillary staff are requested to conduct a periodic safety check on their classrooms and / or workplace. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The restricted areas in our school are as follows: -

* The Boiler House and Oil Tank in each building.
* Store rooms, which contain tools and cleaning equipment.

These areas are restricted to authorised personnel only.

Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed necessary.

In the event of accidents it may be necessary to administer First Aid. First Aid equipment is under the care of the Principal, and is accessible to all staff. In the case of serious accidents and illness the parents/guardians are notified, advised to take the child to the family doctor and follow his/her instruction. A list of local Doctors' phone numbers is on display near the phone together with Ambulance and Order of Malta numbers. The school has advised all parents/guardians of pupils to be contactable while their child is engaged in all school activities. Every year the school asks for updated contact details from parents/guardians of pupils and also requests to be notified of any change in same.

**Fire - See Appendix 2**

The Board draws attention to the dangers of fire and to the loss of life that may be caused in the event of a fire in the school. Each teacher will instruct his/her pupils in the fire drill to be observed in the event of a fire. A Fire Drill practice takes place once per term. - A Fire Plan is on display in each classroom and is attached to this Safety Statement.

**Monitoring the terms of the safety statement.**

The Principal has the overall responsibility for monitoring the Safety Statement. Reported defects will be monitored at regular intervals until effective repairs or renewals have been carried out. The Safety Statement shall be monitored regularly to ensure that its terms are being effectively pursued and to ascertain the extent to which it is having the desired effect.

For Hazards identified - See Appendix 1.

**Consultation & Information*.***

It is the policy of the Board of Management of Glór na Mara Primary School:-

* To consult with staff in the preparation and completion of the Health and Safety Statement.
* To make a copy of the Safety Statement available to all staff.
* That additional information or instructions regarding Health, Safety & Welfare at Work will be conveyed to all staff as it becomes available.

**Duties of the Principal while at work**

* To be available to any member of staff to discuss and seek to resolve health and safety problems
* To report to the B.O.M and D.E.S. those instances where the elimination of a hazard or its reduction to a satisfactory level is not possible.
* To ensure that all areas of the school are inspected regularly.
* To monitor the established system for the reporting, recording and investigation of accidents to ensure that all reasonable steps are taken to prevent recurrences.
* To brief employees about safety arrangements.
* To ensure that any necessary protective clothing and equipment are properly maintained and renewed as required e.g. gloves etc.

**Duties of all Staff Members 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 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, equipment or anything provided for securing his/her health safety or welfare while at work.
* To report to the Principal without unreasonable delay, any defects which might endanger health, safety or welfare, of which he/she becomes aware.
* To ensure that work practices are carried out in the safest manner possible.

The Board of Management, in consultation with the Principal and Staff, have identified the following areas as requiring special care in order to maintain the good health and safety of the school community.

**Assembly & Dismissal**

* The school day commences at 8.50am. Pupils are advised to arrive in time for school, but not earlier. School holds no responsibility for children who arrive before 8.50am.
* The school day ends for Junior / Senior Infants at 1.30pm and 2.30pm for the other classes.
* Parents are made aware that the Board of Management takes no responsibility for pupils outside of these times.
* When entering and exiting the premises pupils (walk) proceed in an orderly manner.
* All absences must be accounted for. If a child wishes to leave school early, parents/guardians must sign them out.
* As all of the children are under the daylong care of the teachers, no child may leave the premises at lunchtime without a parent/guardian signing them out.
* In cases of infectious illness, the school should be immediately notified and sick children should be kept at home until they are fully recovered and/or the school will follow the HSE’s Management of Infectious disease in School.

**The School Playgrounds**

* In the interests of safety pupils walk to and from the playground.
* Teachers supervise schoolyard daily.
* Children are instructed not to go outside the school playground boundaries.
* All pupils are required to be in the playground at break and lunch times, except for toilet emergency or accidental injury.
* Children are to keep off the grassed areas, unless otherwise authorised by the Principal or teacher on yard duty.
* Children are not allowed to jump from the steps or to jump from the benches under the shelter in the Star of the Sea or jump from the steps in the Ed Rice building.
* Rough games likely to lead to accidental injury are not allowed.

**Within the School**

* Children must keep clear of all doorways including toilet doorways.
* Children are instructed to walk in an orderly manner while in the school.
* Defects or hazards within the classroom should be reported to the Principal by the Class Teacher.
* Children are instructed that they may not enter the Administration area, Staff Room / toilets at any time except with specific permission from a teacher.

# Toileting:

In the case of a child soiling or wetting himself or herself, the parents/guardians will be notified immediately. In an effort to make the child more comfortable while waiting, dry underwear and clothing will be supplied, unless otherwise instructed by the parents/guardians.

**Accident Procedure**

It is the policy of the Board of Management of Glór na Mara School that all required equipment is made available. That the First Aid box is accessible at all times and will contain:

* Elastoplast Plasters
* Cotton Bandage
* Wasp Eze
* Antiseptic Disinfectant
* Antiseptic Cream
* Cotton Bandage
* Antiseptic Wipes
* Scissors
* First Aid Chart
* Ice Pack

Disposable gloves should be worn when administering First Aid.

Pupils are strictly forbidden to apply First Aid.

**Minor Injuries.**

* Check injury and ascertain how it occurred.
* Administer appropriate First Aid.
* Parents or Guardian should be contacted immediately.
* Note details of injury and aid administered in the Accident Notebook.
* The noted details should be signed by the teacher/staff member who administered the aid.

**Serious Injury or Emergency.**

* Casualty should not be moved unless necessary.
* Emergency services should be contacted immediately. - Ambulance 999 Order of Malta 391999.
* Casualty should not be left unattended.
* Parents or Guardians should be contacted immediately.
* Note details of injury and aid administered in the Accident Notebook.
* The noted details should be signed by the teacher/staff member who administered the aid.

**Infestation & Infectious Illness**

* In cases of infestation of head lice, parents will be notified.
* In cases of other infestation or infectious illness the school will follow the HSE’s Management of Infectious Disease in School.

**Drugs/ Medication**

* It is the policy of the B.O.M. of Glór na Mara that drugs or medication will not normally be kept in school. Employees are not required to administer drugs or medication to pupils.

*See the school’s Administration of Medicines Policy for further details.*

**Code of Good Behaviour**

 The Code of Good Behaviour provides for a level of behaviour to minimise personal risk

 or stress to any employee. All parents/ guardians subscribe to the Code on the admission of

 their child to the school.

**Access to Employees**

* Access to employees on school premises is by consent of the School Management. If an employee feels at risk from or threatened by a particular person, this must be drawn to the Board of Management's attention. The Board of Management will take any measures necessary to protect employees.
* Access to school is controlled by an Intercom System.

**Equipment**

* All electrical equipment should be checked regularly. Faulty plugs and leads should be replaced immediately. Equipment should be serviced as recommended.
* Repairs should be carried out by qualified personnel.
* Instructions must be read and carried out before cleaning materials or fluids are used. If protective clothing/ gloves are recommended they must be used.
* The Boiler house is checked regularly. Materials should never be stored in the boiler house.

**‘Hot Work’:**

All such work will be carried out by a ‘bonafide’ contractor carrying their own separate insurance.

The following basic precautions will be taken to reduce the risk of loss or damage, irrespective of who carries out the work.

* Only suitable qualified persons will carry out such work.
* Contractors will be supplied with a copy of the Safety Statement prior to commencement of work.
* All ‘Hot Work’ to be made subject to a hot work permit, normally issued by the project supervisor appointed by the school and in accordance with the Safety, Health and Welfare at Work Act, 2005.
* Contractor to inform the school authorities at the outset if the project involves hot work.

Prior to the start of any such work, school authorities will ensure that:

* Precautions are taken to protect combustible walls, floors and ceilings.
* No combustible materials are in the immediate vicinity of the work.

During the work itself:

* It is essential that equipment is never left unattended while in use.
* Appropriate portable extinguishers will be located in the vicinity of the hot work operation for the duration of the work and for four hours thereafter.
* It is important to bear in mind that where work is carried out by a contractor under the Royal Institute of the Architects of Ireland (RIAI) form of contract, the contractor will be responsible for damage to the contract works only from a range of specified perils, including fire.

**HAZARDS - APPENDIX 1**

Hazard Control Forms have been completed. Some Hazards were rectified while others remain constant. The hazards have been divided into two categories-

* Those that can be rectified or minimised will be dealt with, as a matter of urgency.
* Those that cannot be rectified or minimised are clearly indicated and appropriate procedures listed beside them.

 The Board of Management, in consultation with Staff will review and make recommendations on the elimination of Hazards.

**Hazards identified**

**Hazard**

**Ed. Rice Building**

Gaps between railing and fence

Entrance/Vehicle entrance

Ceiling Tiles

**Star of the Sea Building**

Stone steps

 Toilets

Heating Valves in Hall

### Risk

 **Ed. Rice Building**

Falls

Moving vehicles

Tiles falling

**Star of the Sea Building**

Falls/ slips

Falls/slips

Injuries/playing games P.E. etc.

### Preventive Measures

 **Ed. Rice building**

Pupils are instructed that these areas are out of bounds

Drive with care.

Regular general check.

##### Star of the Sea Building

Second hand rail along the wall.

Wet floor sign.

Valves taped for protection.

**Hazard**

P.E. Hall

Stairs & Bannisters

Steps at all entrances

Kerbs on grass margins

Playground Shelters

Small Shelter right of Fire Exit

Main Gate

Condensation on toilet areas and corridors

Main Gate (Ed. Rice)

**Risk**

Falls or trips

Children may play or lean over and slide down bannisters

Falls or trips

Falls or trips

Falls or trips

Falls or trips

Unsupervised exit of pupils

Slippery surfaces resulting in possible falls or injuries

Moving vehicles / accidents

### Preventative Measures

Close Supervision /Single File.

No jumping allowed from Stage to floor.

Steps identified by red tape.

Teacher or teachers are on duty at both ends of stairs/ single file.

Single file under supervision/ off limits during breaks. Steps identified by red paint.

Out of bounds.

Standing on or jumping from green benches is strictly forbidden.

Strictly out of bounds.

Boundary line in white

Gate closed during breaks strictly out of bounds

limit = white line

Teacher supervision at breaks.

Large mats are placed at entrances and in corridors. Wet floor signs are displayed.

“Staff cars only’ sign in place

Pupils not permitted to go to teachers' cars for messages.

New pedestrian entrance to be used

**FIRE SAFETY - APPENDIX 2**

It is the policy of the BOM of Glór na Mara N.S. to ensure that:

* There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
* All fire equipment is regularly checked and maintained.
* Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
* Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
* An assembly area is designated in the yard.
* Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
* There will be a named person, Sr. Catherine Maguire, responsible for fire drills and evacuation procedures.
* Fire Evacuation Procedures are displayed prominently in all classrooms and throughout the school and these procedures are communicated to all those using the school building.
* Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
* Fire alarm system will be checked and maintained regularly.
* Corridors will remain clear of obstruction.
* Storage areas will be maintained in a tidy and safe condition.
* In the event of Fire the following procedure will apply:
* It is the duty of ANYONE discovering a fire to raise the alarm and cause

 the fire alarm signal to be sounded.

* The Fire Alarm Signal in both buildings is an **ELECTRIC FIRE ALARM BELL.**
* Teachers in charge of classes will take the class register and guide the class in an orderly manner

 to the assembly point by an exit route away from the fire. All possessions will be left within the

 school. No delay to gather possessions will be allowed.

* The ASSEMBLY POINTS are in the PLAYGROUNDS and are marked with green signs.
* For Primary Escape Routes please see the attached information.
* Any pupil not with his/her class or group when the alarm sounds should go directly to the assembly point and join his/her appropriate class or group.
* At the assembly point a roll call is taken and the results passed on to the Principal.
* No person may leave the assembly point until permission has been given - in the case of a drill, by

 the Principal - in the case of a fire, by the Fire Officer in charge.

* These instructions are not intended to preclude an immediate attack on the fire, using appropriate

 equipment where this can be done without personal risk.

* Fire doors in general purpose halls to be kept clear at all times, particularly during exhibitions and functions.

Fire extinguishers are serviced by:

**FIRE COMPANY**: SUIR FIRE PREVENTION SERVICES

MOUNTAIN ROAD

CLONMEL

CO. TIPPERARY

CONTACT: JACK SOMERS

052-23037 / 087-2735476.

**Fire detection and Alarm System, including Emergency Lighting installed in Star of the Sea building under Summer Works Scheme 2004. Contractor: Nigel Daly. Engineer: Gerry Geaney.**

The Fire Alarm System is serviced every 3 months by:

Code Red Fire Protection Solutions,

The Granary,

Killerig,

Co. Carlow.

Contact: Shane Curry

059-9163929 / 086-4127811

This safety statement has been prepared on conditions existing on the school premises at the time of writing. It may be altered, revised or updated so as to comply with any changes or conditions.

**Glór na Mara N.S. COVID-19 Risk Template**

(List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards** | **Is the hazard present? Y/N** | **What is the risk?** | **Risk rating****H=High****M=Medium L=Low** | **Controls****(When all controls are in place risk will be reduced)** | **Is this control in place?** | **Action/to do list/outstanding controls****\*Risk rating applies to outstanding controls outlined in this column** | **Person responsible** | **Signature and date when action completed** |
| Covid-19 | N | Illness | H | School Covid19 Response Plan in place in line with DES guidance, Return to Work Safely Protocol and Public Health advice  |  | *Examples of Actions*Follow public health guidance from HSE re hygiene and respiratory etiquetteComplete School COVID-19 Policy StatementReturn to Work Forms received and reviewedUndertake Induction Training Maintain log of staff, student and visitors | Nóirín Phelan |  |
|  |  |
|  |  |
|  |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

111