

HEALTH & SAFETY POLICY STATEMENT

2022

**St. Joseph's National School
Roll Number: 099271**

Health & Safety Policy Statement

ST. JOSEPH'S NATIONAL SCHOOL

INTRODUCTORY STATEMENT

At St. Joseph's National School in Granagh, Co. Limerick, we will endeavor to provide a safe and healthy work environment for employees, pupils, parents, guardians and everybody who may be affected by our work and the tasks being carried out.

RATIONALE

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organization and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's Health and Safety Statement and make it available to all employees, outside service providers and inspectors of the Health and Safety Authority. The Board of Management must also consider its duty of care in the school and this must be an integral part of any Health and Safety Statement.

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL

The Board of Management of St. Joseph's National School recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management of St. Joseph's National School undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 2005 are adhered to.

AIMS

St. Joseph's National School ideally hopes:

- to create a safe and healthy school environment for all pupils, employees and visitors by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable).

GUIDELINES

The Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re. equipment, ergonomics etc.
- An annual review of this Health & Safety Statement and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

RESPONSIBILITIES OF EMPLOYER

– **Board of Management** (see Solas, December 2005)

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment, etc.
- Manage work activities to ensure the safety, health and welfare of employees.
- Ensure that risks are assessed and hazards are eliminated or minimised as far as is reasonably practicable.
- Prepare a Safety Statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid.
- Provide and maintain decent welfare facilities for employees.
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees.
- Appoint a competent person to oversee the functions of the Board in relation to Health and Safety.
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment.
- Report serious accidents to the Health and Safety Authority.
- Consult annually with employees and provide them with information in relation to safety, health and welfare.
- Require employers from whom services are contracted to have an up-to-date Safety Statement (e.g. painters, contract cleaners, bus companies).

RESPONSIBILITIES OF EMPLOYEES

Health and safety is everyone's business. As a worker you have legal duties designated to protect you and those you work with (Solas, December 2005).

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted.
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented.
- Not to engage in improper conduct that will endanger you or anyone else.
- To attend Health and Safety training and correctly use any equipment at work.
- To use protective clothes and equipment provided.
- To report any dangerous practices or situations that you are aware of to an appropriate person.
- Not to interfere with or misuse any safety equipment at your workplace.
- If you are suffering from a disease or illness that adds to risk, to tell your employer.
- To provide a safe and healthy learning environment for all pupils

ENTITLEMENTS OF SAFETY REPRESENTATIVE

(Section 25 Safety, Health and Welfare at Work Act, 2005)

The safety representative has a right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety.
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Receive appropriate training.
- Investigate accidents and dangerous occurrences.
- Investigate complaints made by employees.
- Accompany an inspector carrying out an inspection at the workplace.
- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from, an inspector.
- Consult and liaise with other safety representatives in the same undertaking.

CARRY OUT A RISK ASSESSMENT

Each year, the Board of Management - led by the Health and Safety Officers - should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimise them. Hazards may include physical, health, biological, chemical and human hazards. Using the HSA format will assist the recording of the whole process. This is included as an appendix to this Statement.

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, pupils, parents and others using the premises. These include Acceptable Usage (AUP), Anti-bullying, Child Protection, Code of Behaviour, Critical Incident Management Plan, Parental Involvement, Relationship & Sexuality Education (R.S.E.), Special Educational Needs, Substance Use Policy and Vetting (Garda Clearance). This is not an exhaustive list. These policies are monitored and updated regularly. Also, a school environment audit is carried out annually using the HSA format from their publication. Health and safety are considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. The duty of care must also be considered in all areas and aspects of school life.

SAFETY AND WELFARE PROCEDURES

Emergency Contact Procedures:

- Contact details are updated annually. Contact details are kept in each first aid box, a copy is kept in the office and Mrs. Hayes has a copy in her classroom.
- As part of the school enrolment policy, other contact details, e.g. baby-minder, grandparent, are required.
- Emergency Contact Details on display inside front door.

Fire (refer to Fire and Evacuation Policy):

- The fire alarm is serviced at least once annually.
- Fire drill and school evacuation procedures (see p.45-4A Guide to Insurance, Safety and Security in the School, Church and General).
- Fire drills are held on a termly basis. All school personnel are aware of the designated assembly point following evacuation of the buildings. The assembly point is clearly marked.
- Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- All firefighting equipment is regularly tested and serviced by specified contractors. Employees are trained in the safe use of the equipment.
- These procedures will be reviewed every two/three years, or sooner, if the need arises.
- A Fire Drill Record sheet is completed and filed at the end of each year.

Serious Accident Procedure – Accident Report Form

(See CPSMA Management Board Members Handbook)

A report must be made to the HSA in respect of the following types of incidents:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- An accident sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days, not including the date of the accident.
- An accident to any person not a work caused by a work activity, which causes loss of life or requires medical treatment.
- In the case of a critical incident, we refer to our Critical Incidents Policy.

Exceptional Closures (refer to Emergency Closures Policy):

- In the case of exceptional closures, the parents will be notified by the use of a Text-a-Parent' local radio and the information will be posted on school website (where practicable).
- All weather warnings of Status Orange and Status Red will require action on behalf of the school. School management will access the potential impact of such weather events taking account of past experiences and in light of advice on the current event from the principal response agencies in their area.
- Following consultation at a national level with the Office of Emergency Planning and the management bodies for schools, the Department of Education and Skills' advice to schools is that they should consider not opening where a Status Red weather warning related to wind is forecast to coincide with the period/s during which students and staff would be expected to be travelling to and from school.

- On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school management will immediately contact An Garda Síochána, the school transport services and other appropriate agencies for advice on whether it may be safe to undertake journeys from the school or when such journeys should commence. Consideration should also be taken as to the safety of parents undertaking journeys to the school to collect children. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent.
- Where a decision may have to be taken on health and safety grounds based on the advice available to the school for students and staff to remain on the school premises during a Status Red warning, related to wind, then schools should plan for such an eventuality by considering how students and staff can be accommodated within the school while awaiting an improvement in the weather. Such decisions should be taken based on the health and safety of all concerned taking account of the prevailing and forecast weather conditions in the vicinity of the school.

Critical Incident Plan (refer to Critical Incident Plan):

- To help the Management and staff at St. Joseph's National School deal with critical incidents involving the pupils or employees, this policy outlines how incidents can be dealt with effectively and in a timely manner.

HEALTH ISSUES

Enrolment Form (refer to Enrolment/ Admissions Policy):

- On the enrolment form there is a section allowing parents to identify any allergies/illnesses of the applicant.
- At the information meeting, in June, of parents of children enrolling the following September, an explanation is given of how illness/accidents are dealt with and the administration of First Aid.

Managing Specific Health Issues:

- All staff are made aware of any specific health issues as soon as they are communicated to the school.
- Children with a specific health condition e.g. Diabetes, will have a specific Health Care Plan.

Administration of Medication (refer to the Administration of Medicine Policy)

- Forms are completed by parents and signed on behalf of the Board of Management by the Chairperson or Principal.
- A copy is maintained for each child and all administration is documented and witnessed.

Sickness or Injury:

- If a child becomes ill during school-time, parents/minders, etc. are notified immediately and requested to collect the child.

- A useful reference for First Aid guidelines is the Department of Health Guidelines / First Aid Chart available free of charge from the Health Promotion Unit, Hawkins House, Dublin 2.
- For illness and contagious infections such as rubella, chicken pox, etc. see Infectious Diseases in the Primary School Health Service Executive (HSE).

Head lice:

- On becoming aware of an outbreak of head lice, all parents/guardians are notified by letter and/ or textparent.

School Hygiene:

- Hygiene is the concern of everyone in our school. Good hygiene is essential for the health and welfare of all in the school. The staff, teachers and ancillary staff are requested to be vigilant in this regard. Teachers are asked to train their pupils in good hygiene practices.
- Each class teacher is responsible for ensuring that their rooms are clean, tidy and with no unduly clutter in order to ensure the classrooms are a safe and healthy environment for the children.
- The overall cleanliness and organisation/tidiness/layout of the classroom is expected to be of a high standard.
- All class toilet areas are equipped with hand basins with cold running water, liquid soap and hand-dryers. Each classroom also has liquid soap.
- The caretaker is generally responsible for the general cleanliness of the school environment. However, children are encouraged to keep our school clean and tidy and to be watchful for litter. Teachers should help to keep their classrooms/ sink areas free of general litter and encourage their classes to do the same.
- Teachers/staff are responsible for cleaning up/tidying up after themselves in the staff room at break times and to wipe down surface areas.
- Refuse bins are to be emptied every Wednesday and Friday (generally) and before school holidays/breaks by the school caretaker.
- A caretaker/cleaner is employed by the Board of Management to clean all classroom / toilet / corridor and outdoor surface areas.
- Each class engages in recycling.
- Rubber gloves and cleaning products are provided for all school personnel, stored under the sink in the staffroom, should the need arise to use them. Each classroom has cleaning products i.e. rubber gloves, cloth and surface disinfectant.

First Aid (refer to First Aid Policy):

- The Deputy Principal is responsible for ordering First Aid equipment and for replenishing the First Aid boxes.
- Each classroom and the staffroom has a First Aid box with plasters and bandages.
- Due to allergic reactions, which can be caused by creams etc. it is school policy (See First Aid Policy) that water only is used to clean wounds.
- Parents are notified via a note in the journal if their child has sustained a cut during school hours. Plasters are placed on the wound, gloves are available for use.

Smoking – (cigarettes and electronic vapour devices)

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

PUPILS

Supervision of Pupils: (refer to Supervision of Pupils Policy)

- (See guidelines from Allianz website, HYPERLINK <http://www.allscoil.ie/www.allscoil.ie>)
- Supervision of pupils takes place before and after school, as well as during the normal small and big breaks. The Deputy Principal has responsibility for drawing up the rota for supervision.

Break Times:

- Pupils use outside toilets when outside during break.
- Pupils are not allowed to enter the school building without permission from a teacher.

Wet Days:

- On wet days, children are to be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games, chat or watch a DVD (see AUP Policy).

Practices during Break Times.

- Children will be given time to eat lunch while sitting in classroom. Food is not permitted on the yard during break time.

Toileting Accidents.

- Parents will be informed if their child has had a toileting accident.
- Parents are contacted to call to the school when a pupil is not able to change him/herself. If this is not possible, a sibling or two adults (normally a teacher and the SNA) will attend to the change.

Incident / Accident Form:

- All incidents, no matter how trivial and whether to employees or to students or to members of the public should be reported. In the event that the accident/incident occurs in a place which has not been identified in the section dealing with hazards we will endeavour to ensure that proper safety measures are put in place to avoid a recurrence.
- Playtime Accidents will be recorded in Accident Report Book. Class teachers will keep a record of accidents that occur in class.
- In the event of a serious accident, an Incident Report Form (each teacher has several copies of this form) is filled out and signed by the supervising teacher and co-signed by the Principal. These forms are then kept in the filing cabinet in the office.

Allegations or suspicions of Child Abuse (refer to Child Protection Procedures):

- (Refer to Child Protection Guidelines. Also refer to CPSMA Management Board Members Handbook).
- The school's Child Protection Statement, in line with Child Protection Procedures, must be followed in the case of an allegation or suspicion of child abuse.
- The Principal is the Designated Liaison Person and the Deputy Principal is the Assistant Designated Liaison Person. Every teacher is given a copy of the school's Child Protection Procedures.

The Code of Conduct/ Behaviour (refer to Code of Behaviour) including Anti-Bullying Policy:

- The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee and pupil.
- The Anti-Bullying Policy provides a framework for dealing with instances of bullying among pupils.

School tours / outings/ educational visits:

- Teachers must have written permission from parents/guardians when taking the class on a trip or school tour.
- Adequate supervision should be arranged by the teacher/teachers involved.
- The health and safety aspects or risks involved in any trip should be considered carefully and planned for.

STAFF

Garda clearance:

- The school will obtain Garda Vetting Clearance before a person is employed by the school, or volunteers in the school.

Assaults on teachers / school employees:

- See CPSMA Management Board Members Handbook.
- The employees of this school work in a comfortable and safe environment. To the end, we update facilities and working conditions as needed.
- Due care and consideration is given to pregnant staff members and every effort is made to cater for them.
- Every effort is made to ensure a safe working environment for all school personnel.

Access to Employees is by Consent:

- When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Facilities:

- To ensure the continued welfare of employees, a staffroom is provided.
- Staff should co-operate in maintaining a high standard of hygiene in these areas.
- Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.

Dignity in Work (refer to Dignity in the Workplace Policy):

- A Dignity in Work Policy is in place in the school and the Board of Management is committed to providing a work environment free from harassment of any kind.
- The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

Wellbeing:

- The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work related illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and Spectrum Life, staff will be supported through illness and or injury.

GENERAL**Equipment and Materials**

- All lawnmowers, ladders and any other equipment associated with school maintenance are stored in a safe area, not accessible to children. The storage area is locked during the school day. Access is available to caretaker and the teaching staff.
- Solvents, chemicals, cleaning agents, etc. are stored in a safe place, which is not accessible to the children. Access is available to the caretaker and teaching staff.
- All electrical equipment is operated by members of staff, except computers and CD players.
- All equipment is serviced at regular intervals.
- Cleaning agents are used by staff only.
- Gardening equipment is used by children under adult supervision and all efforts are made to source that which is safe for children's use.
- Children will not be asked to move any object which is considered too heavy.

Access to School:

- In as much as is compatible with the layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or Secretary 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.
- All external doors cannot be opened from the outside without a key.
- Parents, guardians and visitors have to ring the doorbell to gain access into the school building and report to the principal, secretary or, in the case of a parent, the relevant class teacher.

Outside Facilitators/teachers/coaches:

- All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher.
- Any outside professionals working with children must have appropriate qualifications and Garda vetting.

HAZARDS

The following hazards (in so much as can be identified) are considered to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Typewriters, Computers
4. Guillotine
5. Photocopier/laminator/shredder
6. Cleaning chemicals
7. Interactive Whiteboards
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Protruding units and fittings
13. External store to be kept locked
14. Lawnmower
15. Pathways around perimeter of school
16. Icy surfaces on a cold day
17. Slips, trips and falls due to schoolbags and pupil chairs
18. Steps outside the prefabs.
19. Visible piping in the lower yard.

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

- a. 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.
- b. Teachers are responsible for ensuring that the classrooms are free from trailing leads and obstacles eg school bags, pupils chairs etc.
- c. In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- d. Precautionary notices, in respect of safety matters are displayed at relevant points.
- e. Ladders must be used with another person's assistance. A step-up and hand-truck are available for staff to use (both are stored in the caretakers shed).
- f. Pupils are not permitted glass bottles. Remove broken glass immediately on discovery
- g. PE equipment is stacked securely and in position so as not to cause a hazard.

- h. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Staff Safety Representative and caretaker.
- i. Check that there are no uneven/broken/cracked areas in the school yard and pathways. Caretaker under Board of Management.
- j. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Caretaker.
- k. Caretaker checks that manholes are safe.
- l. Check that outside lighting works and is sufficient – Caretaker
- m. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Caretaker and Safety Representative.
- n. Check that refuse is removed from building and is disposed of correctly. Caretaker.
- o. Children will not be allowed outside if there is a danger on the playground due to icy conditions. Where possible, the caretaker will salt the playground and pathways.
- p. Teachers/Employees are advised not to store heavy items on or near the top of storage shelves, these should be stored from the bottom up.

Constant Hazards:

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St. Joseph's National School that machinery, 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. Before using any appliance the user should check that

- .. Power supply cables/leads are intact 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.

Wet Floors:

It is the policy of the Board of Management of St. Joseph's National School 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.

Chemicals:

It is the policy of the Board of Management of St. Joseph's 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 secure area (caretakers shed or school office) and protection provided to be used when handling them.

Visual Display Units:

It is the policy of the Board of Management of St. Joseph's 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. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

SUCCESS CRITERIA

This policy will be monitored on an ongoing basis to ensure its success. Success will be measured by observation by and feedback from staff, Board of Management and parents. The Incident Form will be used and studied regularly.

ROLES AND RESPONSIBILITY

It is the duty of all adults in the school to ensure a safe, happy and secure workplace

- Board of Management
- Safety Officer
- Safety Representative
- Person Responsible for First Aid
- Each member of staff
- Other school personnel

IMPLEMENTATION DATE

This policy will be reviewed by the Board of Management at a meeting in September 2022 and it will be implemented by all employees. The Health and Safety Statement will be published on the school website.

TIMETABLE FOR REVIEW

It is recommended by the HSA that the statement be reviewed at least annually, and to this end, St. Joseph's National School intends to review this policy at a staff meeting in Term 1, 2023-24.

RATIFICATION COMMUNICATION

Ratified on 30/09/2022

Signed: David Leahy (Chairperson)

REFERENCE SECTION

- Guidelines on Preparing your Safety Statement, HSA.
- A short guide to the Safety, Health and Welfare at Work Act 2005 (www.hsa.ie)
- Report of the Advisory Committee on Health and Safety Statements for Schools, HSA (this report contains a format for a Safety Statement).
- CPSMA Management Board Members Handbook.
- A Supplementary Handbook for Primary Schools under Protestant Management, Second Edition, p.22-27, Compiling a Safety Statement.
- INTO Guidelines for compiling a Safety Statement.
- A Guide to Insurance, Safety and Security in the School (2002), Church & General, p.24-32.
- Safety, Health and Welfare Act, 2005 (www.hsa.ie)
- Round Halls Primary Education Management Manual CD ROM.
- Mahon, O. (2002), The Principals Legal Handbook, IVEA, Chapter 3, Safety, Health and Welfare in School.
- Working Together, Procedures and Policies for Positive Staff Relations, INTO (2000).
- Guidelines on First Aid (Index Chart) from the Regional Health Promotion Units.
- Infection in School, A manual for school personnel, available from Regional Health Promotion Units on HYPERLINK <http://www.healthpromotion.ie>
- Responding to Critical Incidents, Advice and information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1.
- Employee Assistance Service (EAS) for teachers, managed by VHI Corporate Solutions, DES HYPERLINK <http://www.vhi.ie>
- Solas (CPMSA) Nov/Dec 2006, Safety, Health and Welfare at Work Act 2005, p.3.
- Solas (CPMSA) Spring 2007, p.14, Employee Assistance Service for Teachers.
- InTouch, December 2006, p.10, Employee Assistance Service for Teachers.
- Solas (CPMSA), Summer 2007, p.19, Supervision of pupils outside official school opening hours – A dilemma.
- Leadership+, IPPN, April 2007, p.16, Health and Safety for Senior Managers.

Websites:

DES HYPERLINK <http://www.education.ie/www.education.ie>

CPSMA HYPERLINK <http://www.cpsma.ie/www.cpsma.ie>

INTO HYPERLINK <http://www.into.ie/www.into.ie>

IPPN HYPERLINK <http://www.ippn.ie/www.ippn.ie>

Health and Safety Authority HPERLINK <http://www.hsa.ie/oshwww.hsa.ie/osh>

Allianz Insurance HYPERLINK <http://www.allscoil.ie/www.allscoil.ie>

This Safety Statement is aimed at protecting our 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, 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 practicable, 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 laboratory chemicals*
- *Safe equipment including maintenance and use of appropriate guards*
- *Provision of appropriate personal protective equipment*

Signed: David Leahy

Date: 30/09/2022

Manager/Chairperson Board of Management

Employees are reminded of their responsibility under the 1989 Safety, Health and Welfare at Work Act:

- *To take reasonable care for their own safety, health and welfare and that of others*
- *To make proper use of all machinery, tools, substances, etc.*
- *To make proper use of all personal protective equipment*

Appendix 1

Recommended Safety Statement Format from Report of the Advisory Committee on Occupational Safety and Health at First and Second Levels
in the Education Sector to the Health and Safety Authority

FORMAT FOR A SAFETY STATEMENT FOR SCHOOLS			
SCHOOL NAME	St. Joseph's National School	NAME / TELEPHONE OF:	
ADDRESS:	Granagh, Kilmallock, Co. Limerick Eircode V35 FN27	Croom Garda Station	061) 397240
SCHOOL TYPE:	Rural Mixed	Kilmallock Health Centre	063)98192
Safety Officers	Mary Hayes (P) & Siobhán Lynch (DP)	Limerick Regional Hospital	061) 301111
Safety Representative	Mary Hayes (P)	Local G.P- Dr Gerard Corrigan	069) 68200
Person Responsible for First Aid & Cleaning Supplies	Siobhan Lynch (DP)	Beaumont Poison Unit	018092566/ 01)8379964
		Ambulance/Fire Brigade	999
		St. Senan's Diocesan Office	061) 317742
		HSE	063) 98192/ 061) 326677

Identification of Hazards, Risk Assessment and Action(s) Taken

Hazards	Low/Medium/High Risk	Risk to Persons	Action Taken	Date	Person Responsible

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Appendix 2

Annual School Audit

a. FIRE SAFETY

School Record for School Year: _____

FIRE DRILL			FIRE EQUIPMENT		
Date of Fire Drill	Observations	Areas identified that need to be improved next time	Date Checked	Improvements Made & Date	Observations

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Annual School Audit

b. SCHOOL ENVIRONMENT

School Record for School Year: _____

Date	Identified Damage / Hazard	Location in School	Reported to... Date	Action Taken	Cost / Observations, etc. in maintaining safety

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Appendix 3

Report on Accidents in the School Environment

(For School's Internal Records)

Name		Class	
Date of accident		Time of accident	
Location of accident			
Staff on supervision duties at time of accident			
Information regarding circumstances of accident:			
Witness 1		Witness 2	
Any further information:			
Action Taken:			

Signature: _____

Date: _____