



Scoil Náisiúnta Mhuire
Ballyleague
Co Roscommon
Roll Number 18061T
Tel: 043 3321906
2023/24

Whole School Plan for

SAFETY POLICY

BALLYLEAGUE NATIONAL SCHOOL

SAFETY STATEMENT

The Board of Management of Scoil Mhuire, Ballyleague 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 Scoil Mhuire 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.
- ◆ Plant and machinery may be operated safely in so far as is possible.
- ◆ 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 Scoil Mhuire, Ballyleague 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 Scoil Mhuire, Ballyleague 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:

- (a) 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.
- (b) 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.
- (c) 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.

- (d) 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 Scoil Mhuire 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.

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.

Specific Hazards

- Trailing leads
- Ladders
- Electric kettles
- External stores to be kept locked
- Entrance / Exit of car-par
- Garden stores
- Condensation in toilet and hall areas in damp weather
- Wasteland at the bottom of the school grounds
- Bus and car parking area at the front of the school
- Wet corridors
- Computers/projectors/technology,
- Fuse Board
- Cleaning store
- Protruding units and fittings
- Flat roof of school
- External store to be kept locked
- Lawnmower if in use during school hours
- Slabs protecting hazards near basket- ball court
- Icy surfaces on a cold day
- Mats in hall and corridor
- Windows opening out

Other Possible Hazards

- Condition of school buildings: where dampness evident in original school building in certain weather conditions, electrical fittings
- Storage, maintenance and appropriate use of P.E. equipment
- Individual classrooms: sockets, protruding worktop edges, corners of furniture
- Floor mats
- Toilets: water, floors, cleaning
- Water, drinking
- Staff room facilities: sharp implements
- Ice / flooding on the yard
- Man-hole covers
- Wet corridors
- Mats in hall and corridor
- Windows opening out
- School entrance adjacent to main road N63

Fire

It is the policy of the Board of Management of Scoil Mhuire, Ballyleague that:

- (i) 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.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (v) 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 must ensure that access to and from his/her classroom is unobstructed. The main door, the inner porch door – the Principal and or SNA will see they are closed, remain clear each morning, when classes begin. It is the responsibility of the infant teacher to ensure that these doors are closed, kept clear, when the infants leave at 2p.m.
- (vi) It is proposed to have a plan of the school showing assembly points outside the school.
- (vii) Assembly areas will be designated outside the building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (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) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even and non-slip as is practicable
- (i) Each class teacher will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- (j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by the Board of Management Safety Officer and Staff Safety Representative.
- (k) Check that wooden furniture, chairs, are free from splinters and generally sound.
- (l) 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.
- (m) Teachers check that manholes are safe.
- (n) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (o) Check that outside lighting works and is sufficient. Board of Management safety Officer.
- (p) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (q) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (r) All computers, projectors should be turned off at source each day – class teachers
- (s) Projectors – dust will be removed from filters by class teachers regularly.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances, School's proximity to N63.

It is the policy of the Board of Management of Scoil Mhuire, Ballyleague 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.

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 Scoil Mhuire, Ballyleague . 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 Scoil Mhuire, Ballyleague that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

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) 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 board of management will have regard to revised sick leave arrangements effective from September 2014. It may be possible to arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) 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.

Smoking

It is the policy of the Board of Management of Scoil Mhuire, Ballyleague that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking

Highly Polished Floors

It is the policy of the Board of Management of Scoil Mhuire, Ballyleague 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.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed. Children are prohibited from bringing glass lunch bottles to school, (Code of Behaviour)

Infectious Diseases

It is the policy of the Board of Management of Scoil Mhuire, Ballyleague 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, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Scoil Mhuire, Ballyleague that a member of staff shall be encouraged to train to provide First Aid to staff and pupils.

(1) Notices are posted in office and staff notice boards detailing emergency nos.

(2) Each class teacher has a list of class contact nos.

Arrangements for giving first aid: please refer to Code of Behaviour Policy, School Information booklet

- Location of first aid boxes: First aid materials are located in the staff room
- Emergency contact details for HSE, local doctor, hospital are displayed in staff room and principal's office. Please refer to Critical Incident Policy.

(3) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. A Pupil Accident Book is to be maintained for the recording of all accidents and incidents by the Safety Officer, and maintained in the principal's office.

The School Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

The following recommended on page 35 from the 'Guidelines on Managing Safety, Health and Welfare for Primary Schools'. Please see attached.

- Adhesive plasters
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Individually wrapped sterile unmedicated wound dressings medium (no.8) (10x8cms)
- Individually wrapped sterile unmedicated wound dressings-large (no.9)(13x9cms)
- Individually wrapped sterile unmedicated wound dressings-extra large (no.3) (28x 17.5cms)
- Individually wrapped disinfectant wipes
- Paramedic shears
- Pairs of examination gloves
- Pocket face mask
- Water based burns dressing-small (10x10cms)
- Crepe bandage

Disposable gloves must be used at all times in administering First Aid

Management of Infectious Diseases at School

Students who are sick should always stay home from school and remain at home until fully recovered. If a student is sent home from school sick, he/she should remain at home at least on the following day or until such stage that he/she is fully recovered. Children returning to school who are not fully recovered, spread infection or viruses to the other students and or to the staff.

In order to prevent the spread of infections in school we follow the guidelines outlined in the HSE Publication: Management of Infectious Diseases in School Chapter 9, regarding the recommended period of time that students should be absent from school. See Appendix 1.

Parents will be kept informed of further information or updates from Health Protection Surveillance Centre of the HSE.

Revision of This Safety Statement

This statement shall be regularly revised annually by the Board Of Management of **Scoil Mhuire, Ballyleague** 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:

Brenda Reynolds

Date: 19th March, 2024.

Principal:

Caroline Fallon

Date: 19.3.24

Safety Officer:

Paul Luby

Date: 14.3.24 Nominee of BOM

Safety Officer:

Caroline Fallon

Date: 19.3.24 Nominee of Staff

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

Members of the Board of Management:

Chairperson:

Brenda Reynolds

Board Members:

Tina Carroll

Deirdre Glannon

Karena Fitzmaurice

Ollie Trimble

Safety Officer:

Brendan Creedon

Staff Nominee:

Caroline Fallon

APPENDIX 1

Management of specific infectious diseases

- **Chickenpox/Shingles**
Those with chickenpox should be excluded from school until scabs are dry; this usually 5-7 days after the appearance of the rash.
- **Conjunctivitis**
Inflammation of the lining of the eye and eyelid, causing sore or red eyes; can be highly contagious if bacterial or viral. Students with red eye and a watery or sticky discharge must be evaluated by a doctor, who will advise about return to school - at least 24 hours after start of treatment, perhaps until fully recovered.
- **Gastroenteritis/ Food poisoning**
Most germs that cause gastroenteritis are very infectious and for that reason pupils or staff members who have had diarrhoea and/or vomiting should be excluded until 48 hours have elapsed since their last episode of diarrhoea and/or vomiting.
- **Cryptosporidium**
Students who have had cryptosporidiosis should be excluded for 48 hours after their first formed faeces. Cases should avoid using swimming pools for two weeks after their first formed faeces.
- **Norovirus (winter vomiting bug)**
Students who have been vomiting or have had diarrhoea should be excluded until 48 hours after resolution of their symptoms. For example, if your child had their last loose bowel movement at 11 am on Sunday morning, they cannot return to school until Wednesday morning.
- **Salmonella**
Students who have had salmonellosis should be excluded for 48 hours after their first formed faeces.
- **E. Coli**
Students who have had E. Coli should be excluded for 48 hours after their first formed faeces. If a student develops E. Coli the Principal will seek advice from the local Department of Public Health.
- **Fever**
The normal body temperature is 36.5C to 37.2C. If a student develops a temperature they should remain at home until 24 hours after the fever has passed.
- **Glandular Fever**
Those involved in high risk body contact/collision sport should be excluded from full team participation for 4 weeks (see Chapter 8 Managing of Infectious Diseases in Schools for further information).
- **Hand, Foot and Mouth Disease (HFMD)**
While a student is unwell they should be kept away from school. If evidence exists of ongoing transmission within the school exclusion of students until the spots have gone may be necessary. The Principal will seek advice from local Department of Public Health.
- **Head Lice**
It is important to avoid contact between an affected student and others. If parents/guardians notice head lice, or are advised that they have been noticed in the student's hair at school, treatment must begin before the student returns to school. So long as the treatment begins before bed-time, the child may attend school the next day.
- **Impetigo**
The fluid inside the blisters is very infectious. The student should be taken to the GP who will advise about the return to school, usually when the lesions are crusted and healed, or 24 hours after commencing antibiotics. If after 24 hours of antibiotics lesions are not yet healed then they should be covered, e.g. with gauze and tape, until crusted and healed.
- **Influenza & Influenza like illness**
Students with influenza should remain at home for 5 days from when their symptoms began. In general persons with flu are infectious for 3-5 days after symptoms begin but this may be up to a week or more in children. Students should not re-attend school until they are feeling better and their temperature has returned to normal.
- **Ringworm**

A student with suspected ringworm should be taken to their GP and, if ringworm is confirmed, treatment should begin as soon as possible. Once parents/guardians attend to this, the student may return to school.

- Rubella (German measles)

For 7 days after onset of the rash, and whilst unwell.