



Scoil Náisiúnta Mhuire
Ballyleague
Co Roscommon
N39 PX49
Roll Number 18061T
Tel: 043 3321906

Safety Statement

INTRODUCTION

There is extensive legislation covering Health & Safety law. The Health and Welfare at Work Act 2005 provides for a criminal conviction for a Board of Management (employer) who is convicted of an offence under the Act.

As well as obligations under statute law (The Act), Board of Managements have a common law (law made by the courts as distinct from law made by the Oireachtas) duty of care to their employees. In common law for example, the occupier owes a specific duty of care to students, visitors and their employees to provide them with a safe premises, independently of any duty required under the health and safety legislation.

LAW/ REGULATIONS/GUIDELINES

Environmental Risks which is very adequately covered in Safety, Health and Welfare at Work Act 2005 and the General Application Regulations - 2007.

The Safety, Health and Welfare at Work Act 2005

General Application Regulations 2007

The Equality Act 2004

The Maternity Protection Act 1994

PURPOSE

The purpose of this procedure is to assist the management and staff to identify the hazards, analyse them and to eliminate or reduce the risks to staff, visitors and STUDENTS in the home. It will ensure that **Ballyleague National School** has a comprehensive written risk management policy in place and that it is implemented throughout, and that it covers, but is not limited to, the identification and assessment of risks throughout the designated centre; the precautions in place to control the risks identified and arrangements for the identification, recording, investigation and learning from serious or untoward incidents or adverse events involving STUDENTS, staff and visitors.

SCOPE

The scope of the procedure does not include clinical risks.

POLICY

It is the policy of **Ballyleague National School**, as formulated by its BOARD OF MANAGEMENT, to do all that is necessary to observe and comply with all the existing requirements of the Safety, Health and Welfare at Work Act 2005 and the General Application Regulations - 2007 as well as other such orders/regulations that may be introduced. We will endeavour to provide working conditions that are healthy and safe, so far as is reasonably practicable.

In order to meet its obligations **Ballyleague National School** will:

- Provide and maintain all areas and equipment necessary for work activities in a sound and safe condition.
- Provide safe systems of work, which are without risk to STUDENTS and employees and others.
- Provide instruction, training and supervision of employees in Health and Safety at their work.
- Provide a safe place of work, with safe access and egress to the workplace.
- Ensure proper provision for the transportation and handling of STUDENTS and for the handling and storage of materials and substances.
- Provide, so far as reasonably practicable, welfare facilities and arrangements for employees whilst at work.
- Ensure appropriate liaison with statutory bodies, safety representatives or safety committees.
- Ensure all relevant documentation e.g. Safety Statement, H&S Training Documentation etc. are available.
- Maintain a pro-active approach to Health and Safety management at all times.
- Maintain an accident reporting system and inform the statutory agency when necessary.
- Reduce risks to a minimum acceptable level
- Identify all hazards, risks. Control measures will be documented in the Health and Safety Statement.

Signed: _____

Brenda Reynolds

Date: _____

21/10/2021

KEY PERSONNEL IN THE HEALTH & SAFETY SYSTEM

DUTY / RESPONSIBILITY	NAME OF EMPLOYEE
Overall Responsibility	Chairperson Board of Management
Fire Management (Wardens)	All Personnel
Provision for Protective Equipment	School Secretary
First Aid	All Staff Members
BOM Safety Representative	Paddy O'Rourke
Staff Safety Representative	Tina Carroll

RESPONSIBILITY

Responsibility for enforcing this procedure rests with the board of management and all staff employed at **Ballyleague National School**.

ORGANISATION'S SAFETY OFFICER. Duties/Responsibilities:

The Board of Management Safety Officer is obliged to engage one or more competent persons to enable him/her to perform functions in order to ensure the prevention of risks to safety, health and welfare. The Board of Management must provide a competent person as the organisations safety officer. The Safety Officer will apply the contents of this Safety Statement.

BALLYLEAGUE N.S. BOARD OF MANAGERMENTS - Duties/Responsibilities

Ballyleague N.S. Board of Management:

- Shall direct and control the Safety, Health and Welfare Statement of Ballyleague **National School**
- Shall ensure that all levels of management and staff are fully aware of this Statement and that they carry out the duties assigned to them as individual employees.
- Shall organise safety training courses and programmes as appropriate for employees to enable them to meet their obligations and duties under the Safety, Health and Welfare at Work Act 2005.

PRINCIPAL and DEPUTY PRINCIPAL - Duties/Responsibilities:

- To promote and implement the Health & Safety Statement within the School.
- To ensure that all staff are aware of this Safety Statement.
- To delegate responsibility for the implementation of policy.
- To provide a safe place of work, safe work practice and safe work systems.
- To keep informed on legislation and changes.
- To ensure that accidents and dangerous occurrences are investigated promptly and reported as legally required.
- To ensure that the necessary records are maintained.
- To facilitate the appointment of a Safety Representative.
- To facilitate a consultative process and liaise with Safety Representative.
- To include H&S issues as part of the Disciplinary Procedures.
- To provide personal protective equipment as appropriate
- To provide First Aid materials and the necessary training.
- To ensure that PPE is in good order and that staff are advised in its use as appropriate.
- To Conduct Fire Drills and evacuation.
- To monitor pupil safety.
- To ensure that this Statement and relevant Policy & Procedures are fully understood and observed by all employees.
- To ensure that all staff use only acceptable working methods, incorporate safe working instructions in all cases.
- To ensure that only competent contractors are engaged, that they are informed of the risks foreseen with the project and submit their respective risk assessments and safe methods of work for approval before being permitted to commence work.
- To ensure all equipment is maintained in safe condition, is regularly inspected and undergoes scheduled statutory examinations.
- To ensure that adequate training and information is provided to all employees including the action to be taken in the event of fire or other emergencies and evacuations are practised regularly in accordance with the Fire Management Policy & procedure.
- To ensure that Inspections of all work areas are carried out regularly to ensure that standards of Health, Safety and Welfare are being maintained.

- To ensure that adequate first aid and welfare facilities are provided and maintained.
- To ensure that all injuries, dangerous occurrences and damage incidents are recorded, properly investigated and reports submitted to the Board of management.
- To ensure that appropriate fire-fighting equipment is provided and maintained.
- To ensure that effective communication and consultation procedures are established with employees and contractors, and records of significant communications are maintained.
- To ensure that queries and observations raised are responded to promptly.
- To ensure full co-operation with the Health & Safety Adviser.
- To ensure that Risk Assessments (RA), safe working procedures and equipment are monitored, reviewed and revised when appropriate to further reduce risks.

ALL STAFF - Duties/Responsibilities:

All staff shall know and understand the School Health and Safety Statement as applicable to the area for which they are responsible and for the employees and STUDENTS in their care.

In particular staff will:

- Ensure that acceptable working methods, safe working procedures are applied at all times.
- Implement Ballyleague N.S. Code of Behaviour.
- Make new employees, volunteers aware of the hazards identified in the workplace.
- Ensure that all staff are aware of safety precautions, safe systems of work and where necessary issued with Personal Protective Equipment (PPE).
- Participate fully in the role of Fire Marshall and carry out duties as defined in the Fire management Policy & Procedure.
- Consult and co-operate with the safety adviser, Board of management at all times with regard to matters of Health and Safety.
- Report defective equipment to the PRINCIPAL
- Ensure that adequate First Aid equipment is available and at least one person is a trained 'First-Aider'.
- Ensure that all accidents are reported and all accidents/ incidents are logged fully and accurately in the Accident/Incident Book.

OFFICE ADMINISTRATOR - Duties/Responsibilities:

The Office Administrator is responsible to the Board of management and will ensure that:

- The Statement is brought to the notice of the all office staff, including cleaning staff.
- Regular inspections are completed to ensure that good standards of housekeeping are maintained in all offices/ reception and other public area.
- Hazards and risks identified are eliminated or reduced promptly and brought to the attention of the PRINCIPAL
- Adequate First Aid and welfare facilities are provided and maintained.
- That the location of First Aid facilities is known to all staff members.
- All office equipment is safe.
- Portable electrical appliances are maintained as appropriate.
- All accidents, dangerous occurrences and incidents of property damage are properly reported and recorded. Investigations are completed and the subsequent reports filed/circulated as outlined in the Accident Reporting and Recording Procedure.
- Please refer to Accident/Incident Record File located in the school office

EMPLOYEES: Duties/Responsibilities:

It is the duty and responsibility of all employees to work safely and avoid causing risk of injury or ill health to themselves and to others. In particular employees of **Ballyleague National School** must:

- Be familiar with the Health & Safety Statement and comply with its requirements and the Policies & Procedures at all times.
- Co-operate with all matters relating to health & safety.
- Not interfere with or misuse anything provided in the interest of health, safety and welfare.
- Report all accidents and dangerous occurrences, "near misses" as soon as possible to the PRINCIPAL.
- Always use the correct tools and equipment for the job in hand and check before use that they are in safe condition.
- Maintain equipment /tools in a safe condition.
- Report any defects in equipment or any conditions considered to be hazardous to PRINCIPAL for repair or replacement.

- Wear or use properly any Personal Protective Equipment (PPE) for the risks for which it is provided.
- Maintain high standards of tidiness, cleanliness and hygiene in the workplace and in the welfare and hygiene facilities.

SPECIFIC RESPONSIBILITIES

The following people have been assigned specific responsibilities in the management of Health and Safety at **Ballyleague National School**.

No	Area of Responsibility	Titles of People Responsible
1	H&S Training	Board of management/ External advisor
2	Fire Safety & Evacuation	Board of management /PRINCIPAL/ External advisor
3	Personal Protective Equipment	School Secretary
4	First Aid	PRINCIPAL & STAFF
5	Consultation Meetings	Safety Representatives
6	Investigations	PRINCIPAL/ CHAIRPERSON BOM
7	Auditing	Board of management/ External auditor

RESOURCES

Ballyleague National School Board of Management undertakes to provide the necessary resources to ensure the provision of a safe place of work, with safe practices and systems of work. These resources include:

- Finance
- Time
- Training as appropriate
- Consultation
- Personal Protective Equipment as appropriate
- Signage
- Welfare facilities
- Investigations of Accidents and Dangerous Occurrences

THE CONSULTATION PROCESS

Ballyleague National School will facilitate the appointment of an employee to represent the views of the workforce on health and safety matters. This person will be known as the Safety Representative.

The person appointed as Safety Representative is Ms Caitríona Fallon who will:

- Represent the views of the workforce on health and safety matters
- Be consulted on the development of Occupational Health & Safety policies and procedures
- Assist in the identification of hazards and their control
- Encourage compliance to Occupational Health & Safety procedures by the staff

A meeting of the employee representative and the management representative will be held on an annual basis or as required. (usually at a Board of Management meeting). Either party may call a meeting to discuss a potential hazard or to organise preventative action. Minutes and records of meetings are maintained.

The Safety Representative has the following rights:

- To receive advice and information from the HSA on matters of H&S.
- To make representation to the employer on aspects of H&S.
- To investigate accidents, provided that he/s does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- The right to make oral or written representation to the HSA.
- Subject to prior notice to the employer, the right to investigate potential hazards and complaints made by any employee.
- The right to accompany H & S inspectors on any tour of inspection other than one relating to investigation of an accident.

THE EMPLOYER'S RESPONSIBILITY IN THE CONSULTATION PROCESS

The employer will afford the Safety Representative such time from his/her duties as may be reasonable for the acquisition of knowledge to discharge their responsibility and to allow him/her to carry out their duties as Safety Representative.

The Safety Representative shall not be placed at any disadvantage in relation to his/her employment

TRAINING

It is the responsibility of management to ensure that personnel are competent to perform tasks that impact on Occupational Health & Safety in the workplace. The organisation has established procedures for the training of employees to ensure awareness of:

- the importance of the Occupational Health & Safety system and its benefits to the organisation
- roles and responsibilities in achieving conformance
- the consequence of departure from procedures
- specific requirements of the system and procedures
- All new staff will receive induction training.
- A schedule of training is established on an annual basis. This schedule may be amended to reflect changing needs of the organisation.
- Training records will be maintained for each employee and will include an evaluation of the effectiveness of the training.

GENERAL RULES/ RESPONSIBILITIES

Potential Hazard	Employee Responsibility
Smoking:	School and its environs are smoke free
Running:	Is not permitted inside
Personal Protective Equipment:	Must be worn as necessary and kept in good condition
Proximity to Main Road	Children are to be supervised until they are collected after school.
Condition of School Building	School building is maintained by Board of Management
Manual Handling	Must be only by trained staff and in the prescribed manner
Wet corridor	Wet floor sign will be displayed
Stores & Cleaning Equipment:	Only authorised persons will enter any stores area

Staff Room:	Will be kept tidy and clean at all times
Spillages:	Spillage of food or drink will be cleaned up

Employees have a responsibility to comply with the contents of this safety statement and to advise management or the Safety Representative of any potential hazards.

VISUAL DISPLAY UNITS

Staff are advised to have their eyes tested regularly.

OUTSIDE CONTRACTORS

- Must be approved by the B.O.M. before work is carried out.
- Must produce suitable insurance.
- Must produce a Safety Statement.
- Must seek a Permit to Work when using welding / burning equipment.
- Must advise management of any hazards.
- Must report any accidents or near misses.

FIRST AID

First Aid is a requirement set out in the General Application Regulations 2007.

It requires that a trained qualified occupational first aider is on site. In addition there is an obligation on the Board of management to provide and maintain first aid equipment. The equipment must be conveniently located and maintained up to date. The First Aider is responsible for maintaining the First Aid Equipment.

Typically the First Aid Box will contain:

- Individual wrapped sterile adhesive dressings
- Plasters
- Sterile eye pad with attachments
- Individually wrapped triangular bandages
- Safety pins
- Medium sized, individually wrapped, sterile, unmediated, wound dressing – 10cm x 8cm

- Extra-large, individually wrapped, sterile, unmediated, wound dressing 25cmx 17.5cm
- Burn spray
- No medication to be maintained in First Aid box

Below are the main hazards associated with **Ballyleague National School**.

HAZARD	RISK	CONTROL
Bodily Fluids	Infection	<ul style="list-style-type: none"> • Use PPE • Wash hands on entering and leaving an infected area
Wet Floors	Slipping and falling	<ul style="list-style-type: none"> • Wet floor signs • Spills cleaned immediately • Training
Fire	Risk to STUDENTS, staff and visitors in the event of a fire	<ul style="list-style-type: none"> • Fire detection system • Fire Alarm system • Emergency Lighting • Trained staff • Fire Drills
Kitchen	Falls, burns and scalds	<ul style="list-style-type: none"> • Restrict access to staff • Maintain tidy and dry floor • Train staff

RISK ASSESSMENT

For a detailed view of the following risk assessments for the school please see appendix A:

- General School Risk Assessments-Fire-Events, plays, musicals, large meetings
- General School Risk Assessments-Fire_General_Classrooms_and_Offices
- General School Risk Assessments-Manual_Handling
- General School Risk Assessments-Slips,_Trips_and_Falls
- General School Risk Assessments-Staff_Room
- General School Risk Assessments-Carpark
- General School Risk Assessments-General Considerations

- General School Risk Assessments- Playground-Slips-Trips-Falls-and-dangerous-objects

HAZARDS

- A hazard is the potential to cause harm or damage
- Hazard identification is the systematic consideration of all the equipment, processes, activities etc. associated with your work and that of others in the home that may cause anyone personal injury or ill health or that may cause damage to property
- Hazards can potentially harm STUDENTS, staff, relatives and other visitors

RISK EVALUATION

- Having identified hazards the next step is to determine the level of risk
Is the level of risk high, medium or low?

KEY CONTACTS IN THE EVENT OF AN EMERGENCY

SERVICE	ADDRESS	PHONE
Fire	Upper Main Street, Lanesboro, Co. Longford	999/112
	County Roscommon Fire Station	090 6637130
	County Longford Fire Station	
Fire Safety	Fire Safety Consultant Richard Keogh	087 2308735
Ambulance		999/112
NEPS	Cathal Duffy	087-0694963
	Caroline Tracey	087 2523134
	Headoffice	01 8892700
Doctor	Health Centre Lanesboro Co. Longford	043 33 21832
Garda	Lanesboro, Co. Longford	043 33 21102
		090 6638300 or

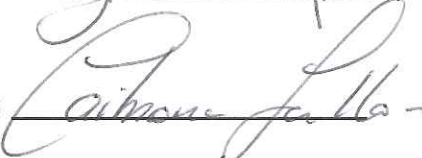
	Roscommon, Co Roscommon	090 6637529
Hospital	Roscommon General Hospital St Joseph's Health Centre, Longford	090 6626200 043 33 46211
HSE	Community Care	090 6637528
ESB		1850 372 999
Bus Eireann	schools.athlone@buseireann.ie	090 6473277
Water Services	Strokestown Niall Donlon	090 6637165 071 9633016 086 3526388
Water Engineer	Christy Harte	087 6684477
Electrician	Adrian Guinan	086 8973983
Plumber	Gary Finnerin	086 8125137

Ratification

This policy has been ratified by the Board of Management on 23rd June, 2021 and will be reviewed from time to time or when circumstances require it.

Signature of Chairperson: 

Date: 25/06/21

Signature of Principal: 

Date: 25.6.21