

Safety Statement

Gaelscoil Chill Mhantáin recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act 1989.

This Safety Statement lays out the Policy of Gaelscoil Chill Mhantáin and sets out the means to achieve that policy.

Gaelscoil Chill Mhantáin aims to provide a safe and healthy environment for all the people working in it and for its pupils; and to fulfil its responsibilities for all the people who are in contact with it.

This policy requires the co-operation of all the employees.

It is our intention to reassess this statement regularly in the light of experience, changes in legal requirements and operational changes.

The Board of Management will carry out a safety audit annually and will furnish a report to the staff. This audit/inspection will be done more regularly if requested by the staff or by the Board of Management.

Reports or instances of ill-health will be examined so that safety structures can be put in place, whenever possible, to reduce the number of accidents and instances of ill-health.

Chairperson of the Board of Management

General Policy Statement

1. Introduction

Gaelscoil Chill Mhantáin is a national school situated at present in leased premises at Merrymeeting, Rathnew, Co. Wicklow. In September 2014 there are 283 pupils (Junior Infants-Sixth Class), 14 teachers, two classroom assistants, a secretary and 2 cleaners. The school building, which is part of a larger complex, consists of 10 classrooms, 10 with toilets, a yard, a staff room, a staff toilet, 3 Learning Support rooms, a store room and two offices.

2. Safety Statement

The school's Board of Management wishes to establish, foster and maintain an environment in which the physical and mental well-being of the school community is maintained at the highest level practicable and also to provide a basis whereby the Principal of the school is able to solve problems that arise in the working environment in co-operation with the Department of Education, the Board of Management, the staff, the pupils and the Parents Association.

3. Responsibilities within the Safety Statement

The Board of Management: Ultimate responsibility for safety rests with the Board of Management of the school.

The Principal: The Principal is the representative of the Board of Management and is responsible for the day to day running of the school, including the safety and welfare of all members of the school community.

Staff Representative: The Board of Management of the school recognises that the staff has a vested interest in developing and maintaining safety in the school environment. To that end the staff is asked to elect a Safety Representative annually from among their members who will communicate with the Principal and the Board of Management on matters related to the safety, health and welfare of staff or pupils. The Safety Representative may also undertake inspections on the school building and make recommendations to the Principal for the improvement of the safety, health or welfare of the school community.

4. Summary

The Board of Management will ensure that all efforts will be made to ensure the safety, health and welfare of the school community; the safety of each person is, however in the first instance, a matter for the individual concerned.

Policy Statement on Safety, Health and Welfare at Work Act, 1989.

1.1 Gaelscoil Chill Mhantáin: Board of Management.

Chairperson _____
Treasurer _____
Secretary _____
Principal _____

1.2 Gaelscoil Chill Mhantáin will ensure that in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

1.3 Specifically, Gaelscoil Chill Mhantáin wishes to ensure as far as is reasonably practicable:

- a) The design, provision and maintenance of all places in a condition that is safe and without risks to health.
- b) The design, provision and maintenance of safe means of access to and egress from places of work.
- c) The design, provision and maintenance of equipment and machinery.
- d) The provisions of systems of work, that are planned, organised, performed and maintained so as to be safe and without risk to health.
- e) The provision of instruction to staff on proper lifting techniques of pupils and dealing with challenging behaviour from pupils.
- f) The provision of such information, instruction, training and supervision as is necessary.
- g) The provision of suitable protective clothing as necessary to ensure the safety and health of its employees at work.
- h) Adequate plan for emergencies e.g. fire drills, injuries etc.
- i) The safety and prevention of risk to health at work when using any article or substance.
- j) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- k) Obtaining where necessary the services of a competent person for the purpose of ensuring the safety and health of its employees at work.
- l) Keeping the Safety Statement up to date.
- m) The provision of arrangements for consultation with employees on matters of health and safety.
- n) The provision of arrangements for the selection of a Safety Representative for employees.

The Safety Representative for 2014/2015 is Cáit O' Kane.

1.4 Gaelscoil Chill Mhantáin recognises that its statutory obligations under legislation extend to pupils, any person legitimately conducting school business and the public.

1.5 The Board of Management of Gaelscoil Chill Mhantáin will ensure that the provisions of the Safety, Health and Welfare Act 1989 are adhered to.

Duties of Employees

- 1 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 of omissions while at work.
 - b) To co-operate with his/her employers and any other person to such extent as will enable his/her employers or the other person to comply with any of the relevant statutory provisions.
 - c) To use in such manner as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or object provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or system of work, of which he/she becomes aware which might endanger safety, health or welfare.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
3. Employees will by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Specific Hazards

1. Fire

It is the policy of Gaelscoil Chill Mhantáin that:

There is an adequate supply of fire extinguishers which will deal with any type of fire.

All fire equipment is identified and regularly serviced.

Regular fire drills take place at least once a term.

Instruction is given in the use of fire extinguishers for specific materials/equipment.

Signs will be clearly visible to ensure visitors are aware of exit doors.

All electrical equipment, with the exception of the refrigerators, be unplugged or turned off outside school hours.

An assembly area is designated outside the building.

** The school yard.

Those leaving classrooms should let their teacher know. Those leaving the building (both students and staff) should let the Principal know.

Exit signs are clearly visible.

There will be a named person responsible for fire drills and evacuation procedures.

** Seán Ó Briain

The school and equipment have been checked by a fire officer and all recommendation made by him have been implemented.

Consultation and Information

It is the policy of Gaelscoil Chill Mhantáin:

- 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.
- That any additional information or instructions regarding Health, Safety and Welfare at Work not contained in the document will be conveyed to all staff as soon as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

Staff and the Board of Management will complete hazard control forms. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

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

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

Gaelscoil Chill Mhantáin is committed to holding fire drills regularly, generally at least twice or three times in each school year. These drills are the responsibility of the Principal.

When the fire alarm sounds follow this procedure immediately:

1. Pupils should leave their seats in an orderly, quiet fashion, leaving all property behind and should line up inside the classroom.
2. The teacher should take a quick head-count and collect the roll-book.
3. Pupils should leave in an orderly fashion, via the route decided for each room.
4. Each class should assemble in the designated assembly area where the roll is called.
5. Everyone returns to the classroom in an orderly fashion when instructed to do so.

Emergency Telephone Numbers:

Garda Station	67107
Wicklow Hospital/Ambulance	68244
Fire Brigade	999

Fire Exits:

- 1 Each classroom has a door leading into the yard
- 2 Fire Exit from the library to the back of the school
- 3 Fire Exit from the staff room to the back of the school.
- 4 There are three Fire Exits going out to the yard from the hallway.

2. Other Hazards

School Building

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical Appliances.

It is the policy of Gaelscoil Chill Mhantáin that:

Machinery, Kitchen Equipment and Electrical Appliances are used only by competent persons.

Appliances and Equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of Gaelscoil Chill Mhantáin that:

All chemicals, detergents, etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked or restricted areas, and protection provided to be used when handling them.

3. Drugs, Medications.

Medication will not be given by staff to pupils.

4. Highly Polished or Wet Floors.

It is the policy of Gaelscoil Chill Mhantáin that:

Floors will not be highly polished or made slippery.

Washing of floors is conducted after school hours, to ensure as far as is reasonably practicable, elimination of danger of slipping. All cleaners and caretakers are asked not to leave unnecessary lengths of electrical or other cables trailed out where they might cause an accident.

5. The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

6. Access of employees is by consent. When the 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. Such measures will include meetings by appointment, with/without witnesses and in extreme circumstances, an injunction/barring order and any necessary legal steps.

7. The whole school has been designated a smoke free zone.

8. Children are not allowed to bring drinks in bottled glass to school to minimise the risks of breakages and cuts.

9. The Board of Management has put aside a fund of money to ensure substitute cover (where there is a qualified substitute available) for all teacher absences. This fund is to cover such absences as those due to course days for which the Department of Education currently provides no cover. It is the policy that wherever possible classes will not be divided into other rooms.

10. It is the policy of Gaelscoil Chill Mhantáin 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.

11. It is school policy to notify the Health Board of any infectious diseases.

Gaelscoil Chill Mhantáin wishes to ensure, as far as reasonably practicable, the safety of staff against all infectious diseases including Hepatitis 'B'.

Gaelscoil Chill Mhantáin will endeavour to minimise the risk by:

Adherence to sound principles of cleanliness, hygiene and disinfection and will provide disposable gloves to be used for first aid, cleaning etc.

The staff will be provided with a separate toilet with hot and cold water, a disposal unit and soap.

Trained First Aid Personnel

It is the policy of Gaelscoil Chill Mhantáin that:

A member of staff e.g. Classroom Assistant employed under a Community Employment Scheme will be trained to apply first aid.

All required remedies and equipment will be made available for First Aid.

Disposable gloves will be provided and must be used at all times when administering first aid.

The Accident Book is located in the office.

A first aid card is located on the staff room wall.

Review

Created	
Reviewed	2013-2014
Reviewed	October 2014
To be reviewed	October 2015

Note: Gaelscoil Chill Mhantáin will be moving to a new site in the Abbey this year. Because of this, no more changes will be made to the policy until we are on that site.

