

SAFETY STATEMENT

Setanta School, Limekiln Road, Greenhills, Dublin 12 School Safety Statement

The Board of Management, Setanta School, Limekiln rd., Greenhills, Dublin 12, accepts its responsibility under the Safety, Health and Welfare at Work Act, 2005.

Co-operation will be expected and forthcoming from all school staff. The Board also aims to make Setanta School a safe place for all users of the facilities of the school.

Should anyone consider that a hazard or important issue has not been dealt with or dealt with appropriately, he/she should bring the issue/hazard to the attention of the appropriate person (John O'Mahony, Health and Safety Officer or Fiona O'Donovan, COVID Compliance Officer)

The Board of Management 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 Setanta School wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened 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.

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Safety Delegation

A Safety Delegation comprising safety representative from the Board of Management, Staff and the safety officer. This committee will meet to review all safety issues and accidents\dangerous occurrences in order to ensure compliance with the provisions of the Safety Statement and National/EU Regulations

The following persons have been appointed for 2020/2021 to uphold the school's health and safety policy

Loman Ó Loingsigh (Principal) – Member of Board of Management is accountable to the BOM regarding all Health & Safety issues

Fiona O'Donovan (Deputy Principal) – COVID Compliance Officer: Will address any threats and dangers imposed by the Coronavirus in the School environment.

John O'Mahony – Staff Representative: represents school staff and will bring to the attention of the School Principal issues of concern.

Ciara McDonald – SNA: Will source health and safety supplies

The Safety Committee is responsible for the:

- Provision and maintenance of fire protection equipment
- Provision of written information and instructions regarding fire safety in the building, and maintaining a record of each employee's training.
- Provision and maintenance of first-aid boxes throughout the building and on school field trips
- Provision of safety training as outlined in this document.
- The BOM commits to dedicating at all times the financial resources necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of the school's Staff Members, pupils and visitors to the premises.
- The BOM understands its legal obligations and its commitment to comply with the Safety, Health and Welfare at Work Act 2005 and associated Regulations and European Law and recognises that staff and pupils travelling during school trips are covered under this legislation.

The Staff Representative will notify staff Members through staff meetings and communications of any changes to the Safety Statement.

The Board of Management of Setanta School recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

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The Board of Management of Setanta School undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 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) Staff on supervision duties must ensure that only one student uses the trampoline at a time.
- (e) 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.
- (f) Staff must ensure that cups being carried between rooms have a lid.
- (g) Staff must ensure that the main gate is closed at all times.
- (h) Health and safety officer has to ensure that the main school gate is closed at all times throughout the school day.

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 otherwise, 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 Safety, Health and Welfare at Work Act 2005).

Consultation and Information

It is the policy of the Board of Management of Setanta School 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 Act 2005 will be considered in any future staff training and development plans.

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COVID 19

We have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. The COVID Compliance Officer and Deputy Compliance Officer, Fiona O'Donovan and Deborah Markey completed training through Optima Training in July 2020.

The following is our COVID Statement and to read our full COVID Policy please click on link below

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- School is divided into 4 Quarters. Each Quarter must remain within their quarter and limit transitions outside of their Quarter.
- Each Quarter will have an assigned Team Leader
- Temperature checks for all personnel and students entering the school
- Prior to boarding School Transport all students will have their temperature checked and provided with hand sanitizer
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice
- A Return to work Safety Protocol – at back page

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the team lead of each Quarter who will in turn report to the COVID Compliance officer, Fiona O'Donovan.

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.

Fire

It is the policy of the Board of Management of Setanta School 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. Each fire extinguisher shall have instructions for its use.

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- (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 who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each 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, are responsible for the office. Staff room is all staff responsibility. Cleaner to check when cleaning.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) Principal shall be responsible for fire drills and evacuation procedures.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
- (xiii) Fire Station for this area is situation in Crumlin Village

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.

1. Wet corridors
2. Computers
3. Icy surfaces on a cold day, slip trips and falls
- 4: School Carpark
- 5: Kitchen equipment, staffroom and student kitchens, (hobs, microwave, George foreman)
- 6: Electric heaters

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

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- 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, non-slip and splinter-proof.
 - (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
 - (j) Check that all PE and other mats are in good condition.
 - (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
 - (l) Check that wooden beams, benches etc. Are free from splinters and generally sound Vice Principal.
 - (m) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
 - (n) Will check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. Board of Management Safety Officer.
 - (o) Teachers check that manholes are safe.
 - (p) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
 - (q) Check that outside lighting works and is sufficient. Board of Management.
 - (r) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Board of Management Safety Officer.

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(s) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

(t) All video display units should have a screen in front of the computer.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Setanta 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.

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 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.

Chemicals

It is the policy of the Board of Management of Setanta 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 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 Setanta School 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.

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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 school will 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.

Highly Polished Floors

It is the policy of the Board of Management of Setanta 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. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs.

Smoking

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

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

It is the policy of the Board of Management of Setanta 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.

Infectious Diseases

It is the policy of the Board of Management of Setanta School 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 principles 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

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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 Setanta School that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) 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. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

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

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) savlon
- Eye lotion(e.g.) Obtrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

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

Access to School

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Anyone wishing to gain access to the school will first have to follow the required procedures set out in accordance with our COVID response guidelines. 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.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

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Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Parents/Guardians/carers must make presence known, be temperature checked and sign in into the log book.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Setanta School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Chairperson of Board of Management: _____
John Keppel

Date Approved: July 2020



Covid-19 School
Summer Provision Pla