# SDC13443St. Peter’s National School

**Church of Ireland,**

## Maynooth Road, Dunboyne, Co. Meath

Principal, Jennifer Hackett

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## **Health and Safety Statement**

*The Board of Management of St.Peter’s National School recognizes the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations 1993.*

#### Fire / Fire Drills

It is the policy of the BOM of St.Peter’s N.S. to ensure that:

* There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
* All fire equipment is regularly checked and maintained.
* Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
* Instruction is given in the use of fire extinguishers for specific materials/equipment.
* Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
* All electrical equipment shall be left unplugged when unattended for lengthy periods and when the buildings are empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teachers’ responsibility. Cleaner to check when cleaning.
* An assembly area is designated in the yard.
* Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
* There will be a named person responsible for fire drills and evacuation procedures.
* The school and equipment are checked by a Fire Officer.
* Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
* Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
* Fire alarm system will be checked and maintained regularly.
* Fire doors will be kept closed at all times.
* Fire doors will remain clear of obstruction.
* Storage areas will be maintained in a tidy and safe condition.

**Constant hazards**

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 floors
2. Fences
3. Trailing leads
4. Computers
5. Projectors
6. Fuse Board
7. Electric kettles
8. Shed
9. Ladders
10. Excess gravel on school yard
11. Protruding units and fittings
12. Flat roof pre-fabs
13. Storage container to be kept locked
14. Area to rear of pre-fabs
15. Compost bin
16. Icy surfaces on a cold day
17. Coat hooks
18. Icy surfaces on a cold day
19. Mats in halls and classrooms

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

* 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.
* In addition, all such plant and machinery is to be used in strict accordance with the manufacturer’s instructions and recommendations.
* Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
* All machinery and electrical equipment are fitted with adequate safeguards.
* Precautionary notices, in respect of safety matters are displayed at relevant points.
* Ladders must be used with another person’s assistance.
* Board of Management will check that floors are clean, even and non-slip.
* Check that all PE and other mats are in good condition.
* An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.( Board of Management Safety Officer).
* Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained ( Board of Management Safety Officer.)
* Teachers check that manholes are safe.
* Check that outside lighting works and is sufficient ( Board of Management.)
* Check that refuse is removed from building each day and is carefully stored outside. (Staff)
* Electrical boxes on the outside of the building will have hazard-warning labels...
* Care should be taken will all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.
* Staff should report any defects immediately

#### Chemicals

All chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a secure cupboard. Children will not have access to this cupboard. All spills should be cleaned up immediately.

#### Drugs/Medication

All medication, drugs etc. be kept in a secure drawer.

#### First Aid

An employee or employees will be trained to apply First Aid.

* A First Aid box will be available at all times and will be kept within easy access to all staff members.
* Protective gloves will always be worn in the event of skin being broken.
* In the event of an accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office.

#### Highly Polished or Wet Floors

Floors will not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

#### Code of Discipline

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

#### 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 the Secretary as relevant 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

#### Health and Safety in the Classroom

* Schoolbags will be stored under tables.
* Coats will be hung on coat hooks in hall.
* Floors in both classroom and toilet area are kept dry.
* Care will be taken with electrical cables.
* Staff only will handle electrical equipment.
* Toilet paper, soap and paper towels are supplied in toilet and children are encouraged in best practice in toileting and personal hygiene.
* Medication will be stored in the Office or teacher’s drawer pedestal.
* Children will be familiarized with Fire Evacuation Procedure.
* Medication will be administered only to children whose Parents/Guardians have completed relevant documentation.
* Materials will be stored in such a way as not to create hazards.
* Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed.
* On school tours all children will use a seatbelt and each child and adult will have his/her own seat. There will be a minimum of one adult for every 15 pupils on all tours.
* There will be a minimum of one adult per 15 children supervision on school tours.

#### Health and Safety in the School Building

* Children will have no access to Staffroom or Storage Container unless accompanied by a member of Staff.
* Staff and pupils will walk to and from classrooms.
* Fire doors will be kept closed at all times and nothing will be positioned near them.
* Children will not be allowed into storage areas unaccompanied
* Classrooms will be kept as clear as possible and bins should not obstruct doorways.
* Only staff will admit visitors to the office and classrooms
* Storage areas will be maintained in a tidy and safe manner.

#### Health and Safety in School Grounds

* While on the playground children will always be in full view of supervising staff.
* Children will always be lined up and walked to and from the playground.
* No dogs (except guide dogs) will be allowed in the school grounds.
* The teaching staff will supervise the children leaving and entering the classrooms at break times and dismissal times.
* The play area will be clearly defined. Staff and pupils should be made fully aware of all hazards.
* The pupils will be informed of out of bounds areas inside and outside the pre-fabs.
* The main entrance should be secured during the school day.

See attached sheet ( which is displayed in school) outlining Health and Safety procedures in the school yard.

### Revision of this Safety Statement

This statement shall be regularly revised by the Board Of Management of St.Peter’s National School 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:

Chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Safety Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_Nominee of BOM

(signed copy on file)

Following an in school review of Health & Safety procedures, the Board of Management have agreed that the following safe guards be put in place.

* Adults and children must dismount from bicycles, scooters, etc. before entering school premises; i.e. at the school gate. Similarly roller blades etc. must be removed before entering the school premises.
* Due care must be taken when entering and exiting the school premises. Special care and attention is required when school buses are arriving and leaving the school. Footpath must be used at all times and pedestrians must stay on left of parked buses when going to classes; i.e. walk alongside the pre-fabs.
* At the end of school, 2.10pm, adults and children should remain behind the yellow line until the buses have left. One buses have exited the gate, classrooms may be approached.
* Parents/guardians should remind children regularly of safety on the bus; i.e. remain seated with seatbelts fastened, do not distract driver.
* Animals should not be brought onto the school premises to avoid issues of allergies, fears, phobias etc.
* The school would again like to stress that parking is not available outside the school gates and therefore request that people park elsewhere in the village and walk to the school to bring/collect their child.
* The school encourages pupils to walk/cycle to school. A bike rack will be provided shortly to facilitate this.
* All classes will be revising Road Safety Rules and should be reminded regularly of the Safe Cross Code, the importance of wearing cycling helmets etc.

Thanking you in anticipation of your co-operation with these procedures which have been put in place to help ensure the safety and welfare of the whole school community.