



Powerstown Educate Together National School

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Powerstown Educate Together National School

Health and Safety Statement

This policy has been formulated by Powerstown ETNS to bring to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

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Introductory Statement

The Board of Management of Powerstown Educate Together National School (P.E.T.N.S.) 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 (B.O.M.) Safety Officer 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.

Rationale

The Board of Management of Powerstown Educate Together National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

The Board of Management of P.E.T.N.S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

Aims

The Board of Management of Powerstown Educate Together National 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.
- 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 all 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 Staff Health and Safety Officer.

School Profile

Powerstown Educate Together National School is located on Powerstown Road, Tyrrelstown in Dublin 15. Currently it has a staff of 36 people (12 mainstream teachers, 6 SEN teachers, 3 special class teachers, 11 Special Needs Assistants (SNA's), 1 principal, 1 caretaker, 1 secretary and 1 part-time speech and language therapist). At present there are 234 pupils enrolled in the school. The school at different times throughout the year also has a number of adults, third and second level carrying out work experience with the staff throughout the year.

SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff. In particular, The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice.
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide information, training, instruction, and supervision where possible, to enable staff to perform their work safely and effectively.
- Make available all applicable safety or protection devices, information, instruction, training, and supervision where possible to generate a safe place of work.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.
- Consult with staff on matters related to safety, health, and welfare at work.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

The Powerstown Educate Together National School's working copy of the Safety Statement is located on file in the Principal's office and on the school website at www.powerstownet.com . It will be available for viewing by any employee. A copy of the Safety Statement will also be left in the Staff Room and is available on the internal school intranet for all staff. The Safety Statement is introduced to all new employees at their *Induction Training*.

Signed: _____ **Health and Safety Officer (Board of Management).**

Date: _____

Roles and Responsibilities

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 via Eoin Mernagh (Staff Health and Safety Officer) without unreasonable delay, any defects in the building, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- (e) To ensure they stay up-to-date with the school's Health and Safety policy.

No person will intentionally or recklessly interfere with or misuse any appliance, 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.

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).

Board of Management

The overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. Management and all other staff within the School will support the members of the Board of Management to ensure implementation of the Health and Safety Statement. The B.O.M. will meet on a periodic basis to discuss health and safety issues within the School. Specifically they will:

- Appoint a B.O.M. Health and Safety Officer from within the Board of Management.
- Arrange for the appointment of a Staff Health and Safety Officer from within the staff.

- Support the Principal in her role as the 'day-to-day manager' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable the Health and Safety Statement to be reasonably implemented.
- Support the Health and Safety Officer, Principal, Vice-Principal, and all members of staff.
- Ensure that the Health and Safety Statement and all procedures pertaining to this statement are communicated adequately to staff.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

Health and Safety Officer on the Board of Management, and the Principal/Deputy Principal

The B.O.M. Health and Safety Officer shall keep the B.O.M. informed of concerns and updates to the Health and Safety policy. The Health and Safety Officer via the Principal as the 'day-to-day manager' of the school shall:

- Monitor the competence of all members of staff under the administration of the B.O.M. to carry out their work safely and follow procedures if he/she has any concerns. The Principal shall ensure all staff are fully aware of any potential hazards in their job to themselves and others.
- Arrange to evaluate the effectiveness of the Health and Safety Statement on an annual basis.
- Ensure that the responsibility of Health and Safety is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire-safety equipment (e.g. fire extinguishers, fire alarms, fire doors, lift, break glass units, fire blankets) is available, tested on an annual basis and replaced when used or defective.
- Make first aid training available to all staff every 2 years.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have an up-to-date safety statement available in staff room and on school intranet.
- Require an up-to-date Safety Statement from any employers from whom the School contracts services.
- Procure advice and assistance wherever necessary from the Health and Safety Authority.
- Take heed, together with remedial action, on any Health and Safety matters brought

to the attention of the Board of Management.

- Ensure that newly appointed staff and regular volunteers have up-to-date garda vetting.

Teachers

All Teachers are responsible for creating a genuine culture of safety within the School.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils.
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- Regularly examine their areas in a walk-through inspection to ensure they are compliant with health and safety standards.
- Regularly check their first aid packs and restock if needed.
- Teachers will follow Health and Safety procedures on any outings outside of the school grounds and follow relevant procedures as outlined in PETNS' school tour policy.

Staff Health and Safety Officer

The Staff Health and Safety Officer is responsible for coordinating, supervising, and managing the Safety, Health and Welfare matters dealt with in the Safety Statement.

She/He will:

- Complete a safety inspection of the school premises on an annual basis.
- Organise a fire drill on a termly basis.
- Assist the principal in regular maintenance checks on break-glass units and update the log book accordingly.
- Ensure that adequate First Aid provisions and arrangements are in place.
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided.
- Review risk assessment and Safety Statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.
- Report without delay, any health and safety issues or concerns to the B.O.M. Health and Safety Officer.

Parents/Guardians

Parent participation is actively encouraged in P.E.T.N.S. and parents are often on-site during the school day to get involved in activities within the classroom. Parents who are visiting a classroom shall:

- Sign-in the 'Visitor sign-in book' at Reception
- Proceed to their child's classroom only
- Follow any safety instructions given by the members of staff in their child's classroom
- Observe and obey all safety information signs posted throughout the school
- Refrain from interfering with any equipment or hazardous materials stored or used on site even if left unattended
- Report any accidents, however minor, to a member of staff and the appropriate accident form will be completed
- In the case of a fire or emergency evacuation activation - evacuate the building with the class they are visiting as per the class teacher's instructions

Parents are also invited to avail of the Parent's Room located within the school during the school day. Parents who are using the Parents Room shall:

- Sign-in the 'Parents Room Sign-In' book at Reception
- Proceed to the Parents Room only
- Observe and obey all safety information signs posted throughout the school
- Refrain from interfering with any equipment or hazardous materials stored or used on site even if left unattended
- Report any accidents, however minor, to a member of staff and the appropriate accident form will be completed
- In the case of a fire or emergency evacuation activation - evacuate the building as per the Parents Room evacuation plan posted to the rear of the door of the Parents Room.

Visitor Control

A visitor is defined as any non-staff member who enters the school grounds for a non-routine meeting or event.

- The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.

- In the event of a fire, or emergency evacuation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the school.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended

Contractor Control

A contractor is defined as anyone who undertakes or carries out work either him/herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff are not affected by the operations of the contractor. All contractors who wish to work for Powerstown Educate Together must provide the following items to the Principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

Anti-bullying and Anti-Harassment Policy

Powerstown Educate Together is committed to providing a working environment free from harassment of any kind and to protecting the dignity of every individual at work. P.E.T.N.S. recognises that conflict may occur and can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks

- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

P.E.T.N.S. will ensure that any complaints are properly and fairly investigated, and dealt with in an appropriate and measured way according to the complaints procedure. As far as P.E.T.N.S. is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable. Staff members are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and the school will proceed with the steps outlined in the complaints procedure only with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report any unwanted behaviours.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

Stress at the Workplace

Powerstown Educate Together National School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceeds the capacity of staff members to meet said demands. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Commented [AM1]: Makes NO sense

Powerstown Educate Together National School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

Consultation and Information

It is the policy of the Board of Management of Powerstown Educate Together National School to consult with staff in preparation and completion of an annual Health and Safety Audit, to make a copy of the safety statement available to all present and newly appointed 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.

Fire

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

It is the policy of the Board of Management of Powerstown Educate Together National 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.
- (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. (All Staff)
- (v) All doors, corridors, and stairwells 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 (BOM).
- (vii) Assembly areas are designated outside each building, and the locations specified. (BOM and Principal)
- (viii) 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 every teacher's responsibility. Cleaner to check when cleaning.
- (ix) 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 (Principal).
- (x) Principal and Staff Safety Officer 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.

If you come across a Fire

Should a fire occur in any area of the school, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the appropriate extinguishers and hoses etc. DO NOT PUT YOURSELF AT RISK.
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the building and move towards the Assembly Point
- Call the Fire Brigade

If you hear the Fire alarm;

- EVERYONE OUT of the building using the nearest escape routes. Class teachers bring red clipboards with them. WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.

- DO NOT RETURN for anything you have forgotten.
- If time permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located on the grass behind the school yard). Class teachers call the roll and hold up the green card or red clipboard. Green card indicates everyone is accounted for where red clipboard indicates that there are people not accounted for. In the case of a red card, the teacher must inform the emergency site controller immediately.
- Wait for direction from the Emergency Site Controller

Identified 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 corridors
2. Gas/Oil tanks
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors
7. Fuse Board
8. Electric kettles
9. Boiler house
10. Ladders
11. Excess gravel on school yard
12. Protruding units and fittings
13. External store to be kept locked
14. Lawnmower
15. Slabs around perimeter of school
16. Garden stores
17. Icy surfaces on a cold day

18. Mats in classrooms
19. Unsecure doors
20. Items blocking stairs
21. Items blocking access to storage in classrooms
22. Items blocking pathways around classrooms
23. Leaks in ceilings or bathroom fixtures
24. Unsafe driving and parking practices
25. Children not crossing at pedestrian crossings
26. Occasional sharp objects found on school grounds

Safety Protective Measures

To minimise these dangers the following safety/ protective measures must be adhered to in addition to the duties of employee pages 1-2 of this document.

- (a) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment appropriate to their position. (BOM Safety Officer)
- (b) All machinery and electrical equipment are fitted with adequate safeguards. (BOM Safety Officer)
- (c) Precautionary notices, in respect of safety matters are displayed at relevant points. (Staff Safety Officer)
- (d) Ladders must be used with another person's assistance. (all staff)
- (e) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery (All staff)
- (f) All staff will replace equipment in storerooms securely and positioned so as not to cause a hazard.
- (g) Check that all PE and other mats are in good condition. (all staff)
- (h) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (B.O.M. Health and Safety Officer) Hazards related to heating and plumbing issues will be reported to the principal and dealt with in an efficient manner.
- (i) Check that all play areas, especially sand pits, are kept clean and free from glass before use. (All staff)

- (j) Check that outside lighting works and is sufficient. (Board of Management)
- (k) All staff will ensure that all classrooms, and corridors are kept free of clutter, trailing leads or any items inhibiting movement around the school building. (all staff)
- (l) Sharp objects and chemicals (e.g. surface sprays etc) will be kept out of reach of children (all staff, and cleaners)
- (m) Paths, carpark, and drive-through area will be salted on icy days where possible (caretaker)
- (n) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Staff Health and Safety Officer).
- (o) Check that refuse is removed from building each day and is carefully stored outside. (Principal, staff, and cleaners).
- (p) Wet floor signs will be displayed when the floor is wet (All staff, and cleaners)

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of Powerstown Educate Together National 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, 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 Powerstown Educate Together National 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 Powerstown Educate Together National School that all drugs, medications, etc be kept in a secure cabinet/drawer. Administration of medication is only to be carried out or supervised by staff members as outlined in a completed 'Administration of Medication Plan', as specified in the 'Administration of Medication' policy and authorised by the Board of Management.

Commented [AM2]: We need to make sure this aligns with the medications policy

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 always. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities should be available.

Commented [E3]: Do we want hot water being available to be stated as policy?

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 Powerstown Educate Together National 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.

Smoking

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

Infectious Diseases

It is the policy of the Board of Management of Powerstown Educate Together National School that all members of the school community shall be notified in the case of an outbreak of an

infectious disease 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 times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste. Any faulty equipment must be identified to the caretakers.

Manual Handling

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether help is necessary. Training in correct manual handling techniques will be provided as appropriate

Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters, or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

First Aid

It is the policy of the Board of Management of Powerstown Educate Together National School that, where possible, some members of staff shall be trained to provide basic 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 and Hospital.

The Principal and Staff Health and Safety Officer 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

Commented [AM4]: Should we state here the contents of first aid bags in classrooms and yard; esp as they are separate from the holistic stuff ... vinegar/witch hazel

- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- Witch Hazel
- First Aid Chart

Commented [E5]: Do we have this?

Disposable gloves must be used at all times in administering First Aid and all medical items used (plasters, wipes etc) must be disposed of appropriately.

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant and sign the visitors book 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.

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/her 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.

Collecting Children

- (1) All individuals, in the interest of safety, must obey all signs upon entering the school grounds.
- (2) Cars are advised to use the drop off area, located in front of the school.
- (3) Cars are requested to not park in the staff car park, instead using the available spaces designated for collections and drop-offs. These are located in front of the school building along the roundabout. Where a space is not available, cars are requested to wait until an appropriate space becomes available.
- (4) Cars are requested to not park on pedestrian crossings.
- (5) All cars are advised to drive slowly while on school grounds and maintain vigilance for adults and children crossing the roads.

- (6) All individuals are asked to use the designated crossings (as marked by black and white stripes) when crossing any roads on school grounds.
- (7) Those parking in the drop-off area and outside the school grounds are advised to accompany children to and from the school premises and use the pedestrian crossing.
- (8) Cars are not permitted to drive on any paved area on the school grounds.

Commented [AM6]: This seems to be relevant to a long time ago!!

Revision of Safety Statement

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

Roles for 2017/2018 School Year:

Principal: Helena Trench/Cróna Glynn as Acting Principal

BOM Health and Safety Officer: Catherine Coffey

Staff Health and Safety Officer: Eoin Mernagh

Secretary: Ann Dunne


Policy statement in accordance with The Safety, Health and Welfare Act 2005

Appendices

Appendix 1: Detailed Hazard Identification and Risk Assessment

Risk Assessment Location:			Assessor's Name:	Assessment Date:	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible

Appendix 2: Accident Report Form

 PETNS Accident Report Form	
The particulars of all accidents must be entered below and reported promptly to the Board of Management.	
Place where accident occurred:	_____
Date and time of accident:	_____
State cause of accident:	_____
Give detailed account of accident:	_____ _____ _____ _____ _____
Did the injured person cease work/class?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of person injured	_____
Name of witness (if applicable)	_____
Signature of person in charge at time of accident:	_____

Principal's signature: _____ Date: _____