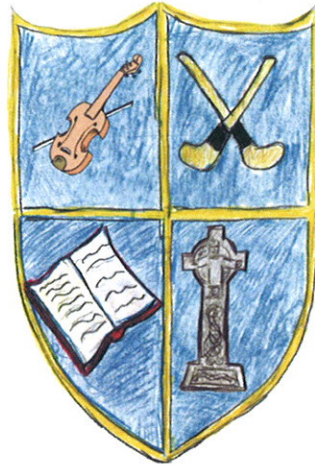


# **SAFETY STATEMENT**



## **SCOIL AN TAMHNAIGH**

**Revised in December 2021 in line with our Covid-19 Response Plan and Covid-19 Risk Assessment by;  
Seán Eustace (Safety Officer)  
and  
Gearóid Roughan (Principal)**

## SAFETY STATEMENT

### Statement on General Policy:

#### **Safety, Health and Welfare at Work Act 2005**

The Safety, Health and Welfare at Work Act 2005 (Govt of Ireland, 2005) sets out the main provisions for securing and improving the safety, health and welfare of people at work including:

- the requirements for control of safety, health and welfare at work;
- the management, organisation and systems of work necessary to achieve those goals
- the responsibilities and roles of employers, the self-employed, employees and others;
- the procedures needed to ensure that legislative requirements are met. The Board of Management of Toonagh National School recognizes the importance of the legislation enacted in the Safety, Health and Welfare at Work Act 2005.

This Safety Statement sets out the Safety Policy of the Board of Management on Toonagh National School and sets out the means to achieve that policy. The Board of Management's objective is to endeavor to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact. It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Safety Statement is available to our employees, outside services providers and inspectors of the Health and Safety Authority.

In accordance with the Safety, Health and Welfare Act, the Board of Management undertakes to ensure, so far as is reasonably practicable, the following:

- **A safe premises and environment for teaching and learning**
- **A safe means of access and egress**
- **Preparation and revision of emergency plans to be followed in emergencies, e.g. fire drill, injuries, etc.**
- **Prevention of risk to health from any article of substance.**
- **The continuing updating of the Safety Statement.**
- **Provision of a Safety Officer to take responsibility for First Aid Box and ensure that it is always well stocked.**

The approach to ensuring safe and healthy work conditions at Toonagh National School may be summarized under the following headings:

- **Identification of Hazards**
- **Assessment of Risk**
- **Control of Hazards**

### **First Aid Arrangements**

In the event of accidents it may be necessary to administer First-Aid. Seán Eustace is the Safety Officer and will be responsible for ensuring that the First Aid Box is always well stocked and that it contains in addition to equipment. Contact information for emergency services will be displayed in First Aid Press.

All members of the staff may administer First Aid in the case of minor injuries, i.e. washing cuts and bruises with water and applying a band-aid in accordance with accepted school practice. Surgical gloves to be worn at all times when administering First Aid.

### **Children with a special medical need;**

Their needs are posted on the staff notice board and all staff have discussed same and are familiar with their special requirements

Notification of the Emergency Services is the responsibility of either the Principal or Deputy Principal

- Location of First-Aid Box - Outside Secretaries Office.
- First-Aid Box contents - Elastoplast Plasters, Wasp Eze, Tape, Savlon Antiseptic Disinfectant, Cotton bandage, Burn Eze, Antiseptic Wipes, Scissors, Surgical gloves
- All accidents to be recorded in a School Accident Report Form to be used, with details of date, time, location, witness and action taken.

### **Fire Drill Arrangements**

All staff and pupils are to be made aware of action to be taken in case of fire.

Staff know are aware of the location of Fire Fighting Equipment.

A Fire Officer has checked the school and equipment and all recommendations made by him have been implemented.

The fire alarm system for the entire school has been updated to include our new building.

### **Fire Drill Procedure**

**Aims:** To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available

**Sequence:** Alarm - Call the fire brigade - Evacuation - Assembly - Roll Call - Tackle the Fire.

**Signal:** 3 Consecutive rings of the bell

- Who:** Anyone (child or staff) discovering a fire outbreak of fire should raise the alarm via control switches and also inform the Principal immediately.
- Evacuation:** On hearing the alarm, pupils should stand to attention by their desk and, when instructed by the Teacher in charge of the class as to the exit route to be followed, should leave the classroom in single file.
- (Step 1)**
- (Step 2)** Classes should then proceed at a steady uniform pace to the place of assembly, the teacher following at the rear with the attendance register, closing the door of the classroom and all the doors on the escape route which will not be used again.
- (Step 3)** No talking or laughing should be permitted during the evacuation in order that any instruction given may be heard. Overtaking should not be allowed.
- (Step 4)** Roll call at Assembly Point - Assembly Point is at the front main gate
- (Step 5)** Members of the staff not in charge of pupils, on hearing the alarm, should go immediately to the assembly point.
- (Step 6)** With the exception of a search for missing persons, where feasible, no-one must be allowed to re-enter a building to retrieve their clothing, books, etc. until permission is given by the fire brigade or in the case of a drill, by the Principal Teacher.
- Exits** Procedure on evacuations will follow normal scheduled exit procedures.
- Assembly** School Yard - immediately inside main gate.
- Responsibility for calling the Fire Brigade rests with the School Secretary or SET.**
- Practice Fire Drills are carried out on a regular basis.**

## FIRE NOTICE

ON HEARING THE FIRE ALARM SIGNAL:

WHEN IN CLASS ORDERS TO LEAVE WILL BE GIVEN BY THE PERSON IN CHARGE OF THE CLASS, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED IF A TEACHER IS NOT PRESENT.

FOLLOW THE INSTRUCTIONS UNDERNEATH.

WHEN NOT IN CLASS, FORM A SINGLE FILE AND GO BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY. MAINTAIN SILENCE. DO NOT RUN. DO NOT ATTEMPT TO PASS OTHERS. DO NOT RETURN FOR ANYTHING YOU HAVE FORGOTTEN.

PLACE OF ASSEMBLY: SCHOOL YARD

### RISK ASSESSMENT:

The system of ranking in Toonagh National School is as follows:

- \* High risk of irreversible injury/death.
- \* Medium risk of reversible injury
- \* Low risk of minor reversible injury

### CHEMICAL HAZARDS

The following is a list of chemical used in Toonagh National School;

- W5 Window and Glass Cleaner
- W5 Thick Bleach.
- CIF Cream.
- W5 Thick Bleach.
- W5 Bathroom Cleaner.
- Evans' Protect Floor Cleaner

Members of staff using these materials should familiarize themselves with the hazards associated with these materials and precautions to be taken in event of spillage, splashes, etc. Cleaning materials kept out of reach of children in a locked Store room.

### **PHYSICAL HAZARD: 1.**

Hazard: - Fire  
Risk (High): - Burns and death.

#### **Controls:**

1. Fire extinguishers maintained annually by Banner Fire Protection and cylinders are updated.
2. Early warning Fire Alarm (whistle)
3. Staff and pupils familiar with evacuation procedures.
4. Practice evacuation/fire drill once per term

### **PHYSICAL HAZARD 2.**

Hazard: - Electricity  
Risk (High): - Electrocutation, electric shock, burns, explosion, fire.

#### **Controls:**

1. 1E.L.C.B.S. MCBS.
2. Isolated fuse box
3. Wiring systems in accordance with E.C.T.I.
4. Fire Extinguishers Dry Powder or co2.
5. Equipment not in use to be switched off and plugged out.
6. Staff Room is off limits for children.
7. Once a Term check on plugs, flex etc.

### **PHYSICAL HAZARD 3:**

Hazard: - Housekeeping  
Risk: (Medium): - Slips, trips and falls

#### **Controls:**

1. Adequate supervision at all times.
2. All floors, passages, hallways kept as clutter-free as is possible.
3. Bins emptied, regularly.
4. Care is exercised for one's own and others safety.
5. Wet floor signs used on wet days or when spills occur.

#### **PHYSICAL HAZARD 4:**

**Hazard:** Access and Egress  
**Risk (Medium):** Slips, trips and falls.

#### **Controls:**

1. Adequate supervision at all times.
2. Children must walk at all times within the school.
3. No horseplay in classrooms or hallways.
4. All hallways kept clear of all obstructions.
5. Sharp edges are minimized and children made aware of these and their dangers.
6. Proper levels of lighting.

#### **PHYSICAL HAZARD 5:**

**Hazard:** - Toilets  
**Risk (Medium):** - Potential for wet floors, falls, spillage and levels of bacteria which may cause infection.

#### **Controls:**

1. Hygiene standards are maintained by regular cleaning.
2. Adequate supervision with a limit on numbers using toilets at any given time.
3. Cleaning equipment to deal with spillage.
4. Wash hands after using toilets.
5. Sanitary bin to be provided for Senior Girls toilet.

#### **PHYSICAL HAZARD 6:**

**Hazard:** Boiler Room  
**Risk (High):** Fire

#### **Controls:**

1. Separate room
2. Boiler serviced by competent person (Mike Todd Clare Boiler Services)
3. Access to authorized person only
4. No combustible waste stored in boiler room

### **PHYSICAL HAZARD 7:**

**Hazard:** Outdoors – school yard  
**Risk (Medium):** Slips, trips and falls.

#### **Controls**

1. Yard supervision rota to be strictly adhered to
2. Adequate supervision at all play periods. Rough or dangerous play outlawed.
3. Playing pitches not used when flooded
4. Helmets to be worn at all times when playing hurling/camogie.
5. If any area were to become temporarily unsafe, children will not be allowed into those areas until they are made safe.
6. Under no circumstances children allowed in Septic Tank Area.

### **PHYSICAL HAZARD 8:**

**Hazard:** Broken Glass  
**Risk (High):** Cuts and lacerations

#### **Controls**

1. Ongoing supervision should identify such occurrence very quickly
2. Broken glass is cleaned up immediately
3. Broken window is made safe until it is repaired
4. Suitable cleaning up material provided (pan and brush)

### **PHYSICAL HAZARD 9:**

**Hazard:** Maintenance Activities  
(such as cleaning, toilet maintenance painting, lawn cutting, building work, etc.)  
**Risk (Medium):** Falls, exposure to chemicals, trips.

#### **Controls:**

1. Competent people carry out all such activities
2. Where possible maintenance work takes place outside school hours to segregate pupils from contractor activities.
3. All cleaning agents stored in secure area.



#### **PHYSICAL HAZARD 10:**

**Hazard:** Electrical appliances  
(T.V., Video, Computers, Photocopier, Radio, Cassette,  
Microwaves, Dish Washer Keyboard, Electric Kettle,  
Hoover, Electric Heaters, Fridge, Projector etc

**Risk (High):** Electrocutation, shock, burns, death.

#### **Controls:**

1. Appliances used only as per Manufacturers instructions.
2. Check plugs, sockets, and leads before usage for any damage.
3. Use only co2 Fire Extinguishers on electrical fires.
4. Exercise care for one's own safety and that of others that may be affected by your acts or omissions.

#### **PHYSICAL HAZARD 11:**

**Hazard:** Filing Cabinets

**Risk (Medium)** Cuts, abrasions.

#### **Controls:**

1. Never overload any of the compartments of the filing cabinet (Especially the higher compartments).
2. Never leave any of the compartments open and unattended for any length of time.
3. Only files should be stored in filing cabinets.
4. Filing cabinet stored in SET rooms, classrooms, Secretary's office and in Principal's Office.
5. Cabinets are locked at all times.

#### **PHYSICAL HAZARD 12:**

**Hazard:** Floor cleaning  
Washing, waxing, vacuuming, polishing, scrubbing,  
etc.

**Risk (Medium):** Slips, trips and falls

#### **Controls:**

1. Check all leads before usage for damaged leads or exposed wires.
2. All cleaning agents stored in secure area
3. Proper personal protective equipment assigned to the job is worn where required.
4. Check plugs, sockets and fittings for any defects before use.

**PHSICAL HAZARD 13:**

Hazard: Slipping floors in toilets/hallways/kitchen.  
Risk (Medium): Falls, trips and slips.

**Controls:**

1. Large non-slip mats inside front hall.
2. Cleaning equipment to deal with wet floors and spillage
3. Use of adequate supervision.
4. Wet floor signs in use.

**PHYSICAL HAZARD 14:**

Hazard: Perimeter walls and wire fences.  
Risk (Medium): Falls, cuts and lacerations.

**Controls:**

1. Yard supervision rota to be strictly adhered to.
2. No standing on front walls of school yard.
3. Any loose caps on wall to be secured and checked regularly.
4. Wire fence to be examined periodically throughout school year and reported when necessary.
5. Temporary medium risk of perimeter wall due to upgrading controlled by supervision in yard at all times.

## **SUPERVISION:**

Our school acknowledges that adequate supervision is intrinsic to the safety of children at school. The teachers accept that they have a duty of care over pupils during school hours.

<b>School opens at</b>	<b>9.05 a.m.</b>
<b>Short Break</b>	<b>11.00 – 11.10 a.m.</b>
<b>Lunch Break</b>	<b>12.30 – 1.00 p.m.</b>
<b>School Ends</b>	<b>Infants 2.00/others 3.00.p.m.</b>

1. A teacher is present in the school-yard and building during all breaks and each morning and evening to ensure adequate supervision.
2. Children will not be allowed to leave school premises during school time without a signed note from a parent/guardian stating who will collect child.
3. No child will be allowed play hurling or camogie without a helmet.
4. In all pupil activity teachers will exercise prudent judgment on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.
5. Teachers are requested to conduct a periodic safety check of their classrooms and bring to the notice of the Principal any matter requiring corrective action.
6. At the beginning of each term both the Safety Officer and the Principal will conduct a safety survey of the school building and school yard and bring to the notice of the Board of Management any matter requiring corrective action.

### **The Safety Survey would cover areas like.**

- Windows (any broken?)
- Perimeter fence (is it in good repair?)
- Yard - tarmac (getting uneven - breaking?)
- Toilets (are they well maintained?)
- Doors - Springs and Locks (in working order?)
- Electrical - lights and sockets (in working order?)
- Tables, Chairs, Blinds, Floor Covering (needing repair?)

**This safety statement has been prepared on conditions existing in the premises of the school at the time of writing. See attached the Toonagh NS Covid-19 Response Plan and Risk Assessment to minimize the risk of being exposed to Covid-19.**

**This Safety Statement may be altered, revised or updated so as to comply with changes or conditions.**

**Ratification:**

This Policy was ratified by the Board of Management of Toonagh National School at its meeting on 5/03/2018.

Signed: Marie Slattery  
(Chairperson, Board of Management)

Date: 5/03/2018

Seán Eustace  
(Safety Officer, Toonagh NS)

**Update and Review:**

This Policy was updated and reviewed by the Board of Management of Toonagh National School on 30/11/2020.

Signed: Marie Slattery  
(Chairperson, Board of Management)

Date: 30/11/2020

Seán Eustace  
(Safety Officer, Toonagh NS)

**Update and Review:**

This Policy was updated and reviewed by the Board of Management of Toonagh National School on 13<sup>th</sup> Dec 2021

Signed: Marie Slattery  
(Chairperson, Board of Management)

Date: 13/12/21

Seán Eustace  
(Safety Officer, Toonagh NS)

TELEPHONE NUMBERS:

Toonagh National School:	065 6820143
Emergency Services:	999
Gardaí, Ennis:	065 6828205
Ennis Hospital:	065 6824464
HSE Midwest	061 483337
HSE Covid-19 helpline:	1850 241850
HSE live Covid-19 Principal school line:	01 2408785
Dept of Education Covid-19 helpline:	<u><a href="mailto:reopeningschools@education.gov.ie">reopeningschools@education.gov.ie</a></u> 057 9324461