**2.5: Sonna N.S Safety Statement:**

The Board of Management of Sonna N.S recognise the importance of the Legislation enacted in the Safety, Health and Welfare at work Act 1989. This Safety Statement sets out the Safety Policy of the Board of Management of Sonna N.S. and sets out the means to achieve that policy. The Board of Management’s objective is to endeavour 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.

This policy requires the co-operation of all employees. It is our intention to undertake regular reviews of the statement in light of experience, changes on legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/ safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible to minimise the recurrence of such accidents and ill-health.

**Responsibilities**

The Chairperson of the Board of Management has been assigned responsibility for Safety, Health & Welfare matters by the Board of Management and shall

* Ensure that all staff members and pupils understand and accept their roles and responsibilities under the Safety Statement.
* Ensure that adequate resources are provided for the implementation and maintenance of arrangements detailed in the safety statement.

The School Principal shall be responsible for the day-to-day implementation of the Safety Policy and for

* Developing the safety statement as a safety management programme to safeguard the Safety, Health and Welfare of the employees and pupils
* Ensuring that responsibility given to individuals is fully understood and will lead to effective implementation of the Safety Statement
* Ensuring that representations made by the Safety Representative are fully considered and implemented if reasonably practicable.

**Consultation**

The school recognised the need for consultation with employees in establishing arrangements for securing co-operation in the work place on Safety, Health & Welfare. Every employee is expected to co-operate fully in implementing safety measures at all times.

**Statement on Safety, Health and Welfare at work of the Board of Management of Sonna National School**

The members of the Board of Management of Sonna N.S. are

Chairperson - Ms Mary Casserly-Gavin

Recording Secretary - Ms

Treasurer - Ms Alice Kerrigan

Other Board Members are Mr. Damian McCormack , Mr Peter Molloy, Ms , Mr. Daithi O Fiaich and Fr Tony Gonoude.

School Safety Committee are Ms Mary Casserly-Gavin, Mr Daithí Ó Fiaich and Ms. Antoinette Keena.

The Board of Management 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. Specifically, the Board of Management wishes to ensure so far as is reasonable practicable

* The design, provision and maintenance of all places in a condition that is safe and without risk to health
* The design, provision and maintenance of safe means of access to and egress from places of work
* The design, provision and maintenance of plant and equipment
* The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
* The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
* The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees
* The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees
* The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drills, injuries etc.
* The safety and prevention of risk to health at work in connection with use of any article or substance
* The provision and maintenance of facilities and arrangements for the welfare of employees at work.
* Obtaining where necessary the service of a competent person for the purpose of ensuring the safety and health at work of its employees.
* The continuing update of the Safety Statement.
* The provision of arrangements for consultation with employees on matters of health and safety.
* The provision of arrangements for the selection from amongst its employees of a representative.

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

The Board of Management of Sonna N.S. will ensure that provisions of the Safety, Health and Welfare Act, 1989 are adhered to.

A safety committee may be established to monitor the implementation of the Safety and Health Policies of Sonna N.S. and the requirement under the Safety, Health and Welfare Act, 1989.

**Duties of Employees**

It is the duty of every employee while at work

* To take reasonable care for his/her safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work
* 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
* To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything 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
* To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.

No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything 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 shall, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

**Consultation and Information**

It is the policy of the Board of Management of Sonna N.S.

* To consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard control forms
* To give a copy of the Safety Statement to all present and future staff
* That Health, Safety and Welfare will form an integral part of any future staff training and development plans
* That any additional information or instructions regarding Health, Safety and Welfare at work not contained on the document will be conveyed to all staff as it becomes available.

**Safety Log**

It is the policy of the school that an accident log be maintained.

**Notification of Accidents at Work**

Regulations (1993) which supplements the Safety, Health and Welfare at Work Act (1983) require that all accidents at work must be notified to the Health and Safety Authority on the approved form (c.f. Appendix 3) The Authority must be notified about

* A work accident causing the death of any employed person
* A work accident that prevents any employer person from working for more than three days
* An accident caused by work activity which causes the death of or requires medical treatment to a person not at work e.g. a passer-by or a pupil

‘Medical treatment’ is defined as treatment by a Registered Medical Practitioner or Hospitalisation.

**Hazards**

All staff and the Board of Management will complete Hazard Control forms annually (c.f. Appendix 1) Some hazards can be rectified but others remain constant.

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 on consultation with the employees will review and make recommendations on the elimination of hazards.

**Specific Hazards**

***Fire***

It is the policy of the Board of Management of Sonna N.S. that

* There is an adequate supply of fire extinguishers
* All fire equipment is regularly serviced
* Regular fire drills take place
* Signs are clearly visible so that visitors are aware of the exits
* All electrical equipment is unplugged/turned off after school hours and when the school is vacated for lengthy periods
* Assembly areas are designated outside each building
* Those leaving classrooms should inform the teacher
* The school principal is responsible for fire drills and evacuation procedures

***Other Hazards***

* Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level and yard surface
* Storage, maintenance and appropriate use of PE equipment
* Individual classrooms, sockets, lights etc.
* Hallway condensation, slippery floor surface, protruding units such as trolleys etc.
* Toilets, water, towels, floors, cleaning policy etc.
* Arrangements for separate staff toilets etc.
* Water, drinking and non-drinking areas clearly marked and specified
* Staff room, facilities, safety measures etc.
* Ice/flooding on paths, steps, playing area etc.

***Constant Hazards***

Machinery, and electrical appliances:

It is the policy of the Board of Management of Sonna N.S. that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their safe use and kept in a safe area out of reach of children. Protection will be provided for use when handling and working with these chemicals.

***Drugs and Medications***

It is the policy of the Board of Management of Sonna N.S. that all medications, drugs etc. be kept out of the reach of pupils in the staff room.

It is the policy of Sonna N.S. that no medications will be administered to pupils, without the written permission of parents

***Wet Floors***

It is the policy of the B.O.M. of Sonna N.S. that the washing of floors takes place after school hours to ensure, as far as possible, elimination of the danger of slipping.

**Code of Behaviour of Sonna N.S.**

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

**Access to employees is by consent**

When the employee feels at risk or threatened by a particular person on school property, this must be drawn to the attention of the B.O.M.

 The B.O.M. will undertake to ensure that in such circumstances, all appropriate measure will be taken to protect employees.

**Trained First Aid Personnel**

It is the policy of the B.O.M. of Sonna N.S. that the Board will facilitate any employee who desires to attend a First Aid course. It is school policy that in the event of a pupil receiving First Aid the parents will be notified.

**First Aid Box**

There will be a properly equipped First Aid Box in the school, which will contain

* Plasters
* Wasp Eze
* Tape
* Antiseptic disinfectant
* Cotton bandage
* Burn Eze
* Antiseptic wipes
* Scissors
* First aid chart
* Disposable gloves

**School Visitors**

Persons coming on to the school premises must identify themselves clearly before gaining entry to premises and property.

**Sound Pollution**

It is the policy of the B.O.M. to minimise sound pollution-room to room, and yard to room.

**Construction/Repair work**

Any contractor should make direct contact with the Principal or Vice Principal before starting any work on the grounds. When people are working on the grounds with drills or other loud implements, they must wear protective earmuffs. The appropriate protective clothing should be worn. Where the work constitutes any threat to Health and Safety, the school will be closed or the work will be undertaken after school hours.

This Statement was ratified by the Board of Management of Sonna N.S. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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