**SAFETY STATEMENT**

**STATEMENT OF GENERAL POLICY**

The Board of Management of Tiermohan NS, recognises 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 of Tiermohan NS, and sets out the means to achieve that policy. The Board of Management’s objective is to endeavour to provide a safe and healthy working 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 cooperation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in 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 Board of Management.

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

Signed: Date:

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Chairperson,

Board of Management

Ratified by Board of Management: 4 12

Edited to include new members of the Board of Management 11 17

Edited to include new members of the Board of Management 11 19

Amended to include new protocols and guidelines for Covid 19 (6 20)

**POLICY OF STATEMENT OF SAFETY, HEALTH AND WELFARE AT WORK OF BOARD OF MANAGEMENT OF TIERMOHAN NS**

1.1The members of the Board of Management of Tiermohan NS are:

Chairperson: Padraig Nolan

Secretary (Recording) Marian O’ Donoghue

Treasurer Denis Mc Glynn

*Other Board Members:*

Fr John Brickley, Helen Comerford, Claire Houlihan, Christy Maxwell and Brian Sweeney

* 1. The Board of Management will ensure that, in so far as it 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, 2005 are applied.
  2. Specifically, the Board of Management wishes to ensure as far as is reasonably practicable:

1. The design, provision and maintenance of all places in a condition that is safe and without risk to health.
2. The design, provision and maintenance of safe means of access to and egress from places of work.
3. The design, provision and maintenance of plant and machinery.
4. The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
5. The provision of instruction to staff on proper lifting techniques of pupils, if needed, and dealing with pupil challenging behaviour.

*See code of behaviour and anti-bullying policy.*

1. The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of all employees and pupils.
   * *Suitable First Aid training and supplies and arrangements for administering first aid.*
   * *Child protection policy in place and training for staff has taken place.*
   * *Critical incident policy in place.*
   * *To ensure adequate supervision there is a rota for lunch and break times supervision.*
   * *Teacher on duty is asked to fill in report in Accident Report Book for anything other than a minor incident.*
   * *Pupils must wear suitable footwear for P.E.*
   * *Parents are asked to inform the school if their child suffers from any medical condition.*
2. The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety at work of its employees.
3. The preparation and revision as necessary of adequate plans to be followed in emergencies*, i.e. fire drills, injuries etc. Evacuation procedure made clear to all staff, pupils. Route A & B options.*
4. The safety and prevention of risk to health at work in connection with any article or substance.
5. The provision and maintenance of facilities and arrangements for the welfare of employees at work.

*Staff are made aware of Employee Assistance Service 1800 411 057. Efforts are made to reduce work related stress by making sure there are positive relations at work and all employees are aware that adult bullying / harassment is not acceptable and should it occur we adhere to INTO/CPSMA guidelines for dealing with it. Disciplinary procedures are outlined in DES Circular 60/2009.*

1. Obtaining where necessary, the service of a competent person for the purpose of ensuring the safety and health at work of its employees.
2. The continuing updating of the *Safety Statement.*
3. The provision of arrangements for consultation with employees on matters of Health and Safety.
4. The provision of arrangements for the selection from amongst its employees of a representative.

*The staff reps are Tracey Curran and Hazel Curley*

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

* 1. The Board of Management of Tiermohan NS will ensure that the provisions of the Health, Safety and Welfare at Work Act, 2005 are adhered to.
  2. A safety committee may be established to monitor the implementation of the Safety and Health policies of Tiermohan NS and the requirements of the Health, Safety and Welfare at Work Act, 2005.
  3. Accident Reporting Procedures recommended by HSA will be adhered to. A report must be made to the HSA in respect of the following types of incident:-
* An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
* An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
* An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

**DUTIES OF EMPLOYEES**

1. 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 and not to be under the influence of any intoxicant to the extent that they endanger their own or others health and safety.
* to cooperate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
* to use in such a 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.

1. No person will 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.

3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest possible manner.

* + - 1. Prohibition of smoking in the workplace: Under current legislation smoking is prohibited in all parts of school buildings and grounds, including staff rooms.

**CONSULTATION AND INFORMATION**

It is the policy of the Board of Management of Tiermohan NS 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 any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to staff as it becomes available.
* that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

**HAZARDS**

All staff and Board of Management will complete Hazard Control Forms. 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 in 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 Tiermohan NS that:

* there is an adequate supply of fire extinguishers which will deal with any type of fire,
* all fire equipment is identified and regularly serviced,
* evacuation plan: all staff are made aware of evacuation plan. Regularly fire drills take place, at least twice a year,
* instruction is given in the use of fire extinguishers for specific materials/equipment,
* fire alarms are clearly marked,
* signs will be clearly visible to ensure visitors are aware of exit doors,
* all electrical equipment be unplugged or turned off outside office hours and when offices are vacated for long periods,
* an assembly area is designated outside each building,

**OTHER HAZARDS**

**YARDS:**

The surface consists of tarmac in some areas and concrete in other areas.

**WINDOWS:**

Windows should be opened during the day when necessary and closed at the end of the day.

**STEPS:**

There are steps in parts of the school.

Handrails: must be used at all times

Fire escapes: can be slippery in wet weather, extreme vigilance required,

Steps are used to gain access to various parts of the building; they are not used as play areas.

**ELECTRICAL EQUIPMENT:**

Use: in accordance with manufacturer’s instructions.

Projectors: when it is necessary to use trailing cables, e.g. for overhead and slide projectors, extreme caution is required. Equipment should be stored safely.

Televisions, DVDs, use carefully, leads should be checked regularly.

Tape Recorders:

Kettles: adult use only. Ensure that they are used in a safe place.

Computers/laptops: to be used only under the supervision of a competent person.

Other equipment: use carefully and according to manufacturer’s instructions.

**CHEMICALS:**

It is the policy of the Board of Management of Tiermohan NS that all chemicals, 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.

**DRUGS MEDICATIONS:**

It is the policy of the Board of Management of Tiermohan NS that all medications, drugs, etc be kept in a secure and safe place. Medications will only be administered to pupils on receipt of written request by parents and with Board of Management approval. *If pupil suffers from acute asthma parents will be asked to ensure child understands fully how to operate inhaler.*

**ACCESS TO EMPLOYEES IS BY CONSENT:**

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management’s attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

**FIRE EXTINGUISHER LOCATIONS**

There are a number of fire extinguishers, strategically placed around the school near exits.

Appendix A: Response to Covid 19

**Tiermohan NS**

**Background**

COVID-19 (Coronavirus) is a highly infectious respiratory virus. The school was closed by declaration of An Taoiseach Leo Varadkar from March 13th, 2020, initially for a period of two weeks, but thereafter “until further notice”.

This response plan has been drawn up in light of the [Return to Work Safely Protocol](https://dbei.gov.ie/en/Publications/Publication-files/Return-to-Work-Safely-Protocol.pdf), in order to facilitate staff accessing the school building on and after May 18th, 2020. Such access is governed by the government’s phased [Roadmap for Reopening Society & Business](https://assets.gov.ie/73722/ffd17d70fbb64b498fd809dde548f411.pdf).

This Response Plan may be expanded at a later date in order to facilitate pupils returning to school. Such expansion will be informed by public health and national guidance.

**Risk Assessment & Amelioration**

Exposure to COVID-19 is a public health risk which affects all citizens. The COVID-19 pandemic also has implications for all workplaces as it can present a health risk to workers and other persons at a place of work. See below for Risk Assessment:

Staff will familiarise themselves with the [symptoms of COVID-19 infection](https://www2.hse.ie/conditions/coronavirus/symptoms.html). Where a staff member has symptoms of COVID-19, they are to self-isolate at home and contact their GP promptly for further advice. They must also communicate this to the principal.

Where multiple staff members are attending school, they must maintain a 2m social distance.

Staff are to spend as little time as possible on the premises, and to wash their hands at regular intervals.

Staff are required to self-regulate, in relation to any personal individual risk factors, and may attend school in their own time, when they are assured that nobody else is present.

The Secretary will keep a log of who was on the premises, when, and for how long, to assist with contact tracing as necessary.

**Assessment**

The school will compile a questionnaire in line with the Return to Work Safely Protocol section E subsection 4.

Staff will complete the questionnaire at least 3 days before attending the school building. If a staff member answers Yes to any of the questions, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work.

Staff will inform the principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to the school.

**Training**

Before May 18th, the staff will participate in induction training in relation to COVID-19. This training will include the latest up to-date advice and guidance on public health and details of the additional elements included in the school’s Safety Statement.

**Dealing with a Suspected Case of COVID-19**

As outlined above, a staff member who has symptoms of COVID-19 should not attend the school premises. However, COVID-19 may have a rapid onset. Where a staff member realises that they are symptomatic while on the school site, they should immediately close the internal door of the room in which they are. The staff member should contact the principal immediately, whether by mobile phone call, or message.

**Contact with Confirmed Cases**

If a confirmed case is identified in the school, staff who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the [restricted movements guidance on the HSE website](https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html).

**Cleaning**

Should a staff member develop symptoms while on site, or be a suspected/confirmed case of COVID-19, cleaning protocols as outlined in the [NSAI Guidelines](https://www.nsai.ie/images/uploads/general/NSAI-Guidelines-for-COVID-19-2020-04-09.pdf) chapter 4 section 6 will be followed:

* *Keep the door to the room closed for at least one hour before cleaning*
* *Do not use the room until the room has been thoroughly cleaned and disinfected and all surfaces are dry*
* *The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available)*
* *Open the window while you are cleaning*
* *Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed or combined with Chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes*
* *Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles, taps of washbasins, toilet handles, and any surfaces or items that are visibly soiled with body fluids*
* *Place all waste that has been in contact with the person, including used tissues, masks if used, in a plastic rubbish bag, along with apron and gloves, and clean your hands. Place the plastic bag into a second bin bag and tie it, then clean your hands again*
* *Store the bag in a safe place until the result of the test is available*
* *If the test result is negative, place the waste in the normal domestic waste bin*
* *In the event the test result is positive, Public Health will advise what to do next*
* *If the person spent time in a communal area or they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible*
* *Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use*

**SAFETY STATEMENT - HAZARDS**

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| --- | --- | --- | --- |
| **HAZARD** | **RISK ASSESSMENT** | **ACTION PLAN/CONTROL MEASURES** | **ACTION BY** |
| Main Road | Danger from traffic | Pupils on main road must be supervised at all times. Teachers may also supervise the children exiting the school as far as the school gate at closing time as they are collected by parents. Teachers remind the children to enter and exit the school yard via the stiles on either side of the gate. | All users |
| Yards, crowding occasionally | Danger from falling | On occasions when children are confined to basketball court, there is no running or ball throwing allowed | All users |
| Corridor floors | Danger of slipping on when weather is damp. | Mats provided at entrances throughout the school. Running is not permitted in the corridors. | All users |
| Back of the building | Children out of sight | Children are not permitted at the back of the school during breaks | All users |
|  |  |  |  |
| Covid 19 Risk Assessment | Covid 19 Risk Assessment | Covid 19 Risk Assessment | Covid 19 Risk Assessment |
| **RISK** | **RISK ASSESSMENT** | **ACTION PLAN/CONTROL MEASURES** | **ACTION BY** |
| Covid 19 transmission in morning assembly | High risk | Different assembly points and social distancing instructions | All staff |
| Covid 19 transmission in classroom | Medium risk | Social distancing instructions | All staff |
| Covid 19 transmission in staffroom | Low risk | Social distancing instructions  Staggered breaks  Staff use own utensils | All staff |
| Covid 19 transmission in playground | High risk | Social distancing instructions | All staff |
| Covid 19, prior to school re-opening to students | Risk of picking up Covid 19 virus from surfaces in school and from airborne particles. | Staff will be reminded to continue working from home, and to access the school only where absolutely necessary, to access and distribute remote learning materials.  Staff should not under any circumstances come to school if they are feeling unwell or have any symptoms as high temperature, cough or general malaise.  Staff who have underlying conditions or who are immune-compromised/ suppressed need to consider if they need to be in school at this time. If necessary, the BOM can make arrangements for materials etc., to be delivered to the member of staff.  Staff must follow HSE advice in relation to maintaining hand hygiene and social distancing.  Staff are requested to bring own cups, towels etc for use while in school.  BOM will provide gloves, hand sanitiser, paper towels and surface cleaning products.  BOM will organise access for staff in such a manner that staff will not be in school at the same time, unless absolutely necessary.  BOM will organise for a record to be kept, of who accessed the school, for the purpose of contact tracing, if necessary.  BOM will continue to organise regular cleaning of the school premises. | All staff |
| Intimate Care Needs | High risk | PPE for SNA | Principal  SNA |
| Coughing/Spitting | Medium | Social distancing | All staff |
| Challenging behaviour | Medium | Code of Behaviour  Behaviour modification plan | All staff |
| Hygiene and cleaning routine | Low | Cleaning rosters  Gel dispensers | All staff |