

Safety Statement

School Name	Nicker National School
Address	Pallasgreaun, Co.Limerick
School Type	Co-Educational Primary School
Chairperson of Board of Management	Ms. Niamh Maloney
School Principal	Ms. Karen Franklin

Names and telephone numbers of

• Doctor	Doon Medical Centre - 061785730
• Hospital/Ambulance	Mid-Western Regional Hospital, Dooradoyle
• Fire Brigade	999/112
• Garda Station	Pallasgreaun (061)384102
• Safety Representative	Ms. Siobhán English
• Person Responsible for First Aid	Ms. Marianne Blackwell Ms. Siobhán English

This Safety Statement is aimed at protecting our students and employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees and outside service providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practical, to comply with all relevant health and safety legislation to include the following areas

- provision of a safe workplace
- safe access and egress routes
- Safe handling and use of chemicals
- Safe equipment including maintenance
- Provision of appropriate personal protective equipment

Signed: Niamh Maloney Date: April 24th 2024

Chairperson, Board of Management

Safety, Health and Welfare Policy

Introduction:

This policy has been revised on several occasions between 2012 to present. This policy applies to all users of the school premises and all school related activities. A separate policy will cover external agencies using the school premises outside of school hours, should this practice occur.

School Ethos:

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and fulfilling a duty of care at all times when the school is in operation. This statement, in conjunction with the Child Protection Policy, Stay Safe Programme, Code of Behaviour and Anti-Bullying Policy aims to promote the physical and emotional welfare of students and all members of the school community. On a day to day basis and in the case of an emergency or incident, it is essential that pupils follow the instructions of staff members at all times, to ensure their own safety and that of others.

The aims of this Safety Statement are:

- To ensure the physical and emotional safety and well-being of all staff and pupils
- To identify possible hazards and outline the necessary actions to be taken to minimise associated risks
- To establish a systematic follow-through on problems
- To identify and outline clearly health and safety responsibilities
- To develop a framework of procedures whereby any incidents, accidents or injuries are dealt with in a competent and safe manner
- To provide training for staff, with the effective use of outside expertise, so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work
- To involve everybody in the maintenance of safety
- To identify any hazards which exist in the short term, until the Summer holidays and plan to avert the associated risks

When compiling this safety statement, the General Safety and Health Provisions of the Safety, Health and Welfare at Work Act of 2005 were taken into account. The school's Health and Safety Statement and policy are based on the document; *Guidelines for Managing Safety, Health and Welfare in Primary Schools*. The duties listed hereafter refer to the general employer duties, providing safety information for employees, providing instruction, training and supervision for employees, have adequate emergency plans, duties of contractors, duties of employees, to provide protective and preventative services, carry out a risk assessment, provide an up to date safety statement, co-operate with others in the workplace and provide health surveillance with the purpose of protecting the health of any employee.

School Profile

Nicker N.S. has 112 pupils on roll, has 9 teachers, three SNAs and a secretary on the school premises during school hours. The newly-refurbished building has five main classrooms, a Learning Support and resource room, a staff room, office, main store room and toilets.

There is a playing area and steps at the front and sides of the school, a play area to one side of the school and a shed to the rear of the building.

Roles and Responsibilities for Safety Health and Welfare:

The Board of Management

The Board of Management has overall responsibility for health and safety within Nicker National School and for the implementation, monitoring, auditing and reviewing of the arrangements for health and safety.

Principal and Staff

The overall responsibility for the day to day management of school supervision rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Representative is Ms. Siobhán English. The First Aid Officers are Ms. Siobhán English and Ms. Marianne Blackwell.

Duties of Teachers

In order to promote a safe and healthy working environment, teachers at Nicker N.S. will, as far as circumstances allow, ensure that;

- pupils are given suitable information and instruction in health and safety matters pertaining to their classroom and are encouraged to report any defects
- a safe system of work is being adhered to
- a suitable level of supervision is provided
- good housekeeping is maintained in each classroom
- they understand the school's policies and procedures regarding safety
- the necessary steps to stop any dangerous activity or behaviour
- they report accidents or incidents and assist in any accident investigation
- defective equipment is reported and taken out of use

External Agencies and Employees have a duty to:

- take reasonable care of their own safety and that of any other person affected by their acts
- co-operate fully with the Principal/Safety Officer and others in order that Nicker National School meets its statutory health and safety obligations
- use any protective clothing and equipment provided by Nicker National School in the prescribed manner
- use all equipment for the intended purpose and in the specified manner
- report defects in equipment or the system of work to the Principal/Safety Representative.
- comply with legislation whereby employees are obliged to ensure that they are not under the influence of an intoxicant that may endanger their safety or that of others at work
- employees are not to misrepresent their level of training in health and safety issues

Responsibilities of Pupils

In accordance with the child's age, ability and educational needs, s/he is expected to comply with the school's Code of Behaviour and Discipline and Anti-Bullying policies and to obey the instructions of supervising adults. Children will receive support and encouragement in fulfilling this responsibility. Older children will be encouraged to become pro-active in informing staff of potential hazards.

Emergency Procedures – Fire safety, First Aid, accidents:

Safety of pupils and staff is a priority for the Board of Management, and, as outlined more fully in the Accident and Injury policy, robust measures have been put in place to try to ensure that hazards are controlled and children and staff are protected from harm;

- hazards are identified and remedial measures are outlined
- The provision of basic first aid training for staff has been undertaken
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing goalposts, blasting the ball into the play area of another class, throwing stones, running fast in the Infant areas, engaging in "horseplay", fighting etc. are subject to sanctions. (see School Anti-Bullying and Discipline Policies)
- Procedures are in place in the event of accidents
- Adequate yard supervision is in place at all times

The following procedures relate to accidents and injuries:

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the main hallway. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified immediately if deemed necessary, and any accidents which may require the continued monitoring of a child's condition will be notified to parents before the end of the school day e.g.(bump on the head).

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the main hallway. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as calm and comfortable as possible.

Very Serious Injuries or Illnesses/Emergency situations

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions, subject to appropriate medical advice, the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. Parents are kept informed of developing situations.

A more comprehensive account of First Aid Procedures is outlined in the school's Accident and Injury Policy.

First Aid procedure is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

Fire Safety

A fire drill is organised once per term. Teachers are aware of evacuation procedures. In the event of an emergency, teachers accompany classes to the assembly point in the new play area. Emergency services are contacted from outside the school building. Roll call takes place and staff and students return to the school building only when advised that it is safe to do so.

Resources for safety health and welfare in the school:

Fire extinguishers and a fire blanket have been provided and are checked at regular intervals. A fire alarm has also been installed.

First-aid boxes are located in the Staff Room, the office and in the Infant classrooms and Third and Fourth classroom in the school. The contents of such boxes are replenished when necessary by the Health and Safety Representative, First Aid Officers and/or some other designated staff member.

A folder containing guidelines on Health and Safety Practices and Procedures is kept in the Staff Room.

First Aid Arrangements.

First Aid Box Contents _____	Plasters
	Wound dressings
	Latex free gloves
	Alcohol free antiseptic wipes
	Scissors
	Bandages.
	Ice packs
	Sterile eye wash

Person responsible for First Aid _____ Ms. Blackwell, Ms. English

Record Keeping:

All accidents/injuries are recorded in Accident Report Book which is located in the office and circulated daily. One Accident Report Book covers all children in the school. Teachers keep a separate copy of accident reports relating to serious injuries sustained by children in their class. The accident report lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc., as is relevant to the situation. Very serious injuries will be notified to the school's insurers using a Special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have. Each teacher is aware of particular medical conditions which may arise in a group under his/her supervision and the procedures for dealing with them.

Risk Assessment

Hazard Identification – Remedial Steps

What is a hazard?

A hazard is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, pupils or visitors at Nicker N.S.

Hazard Identification

Hazards are identified and assessed by the Principal and staff at Nicker N.S. A comprehensive hazard identification process was carried out, based on the everyday experiences of the staff and will be carried out again as the circumstances of the school change. Incidental and temporary hazards and risks are notified to the Principal as they arise.

What is a Risk?

In this case a risk means the potential of the hazard to cause harm.

Risk assessment

The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in. As part of the ongoing use of this safety statement, Nicker N.S. applied the HSA guidelines when compiling its risk assessment.

Steps have been taken by the Principal and staff to identify possible hazards which exist in the school environment and steps which may be taken to minimise the risks.

Additional advice has been sought from Allianz Insurance.

Named Hazard	Associated Risk	Remedial steps
Toilets on corridor	Risk of accident/incident when children are away from the direct supervision of the teacher.	The secretary will observe children who pass along the corridor. All pupils are encouraged to go to the toilet before class each morning, at break time and lunchtime. This should minimise the number of times a child needs to leave the teacher's supervision.
Storage of items including P.E. equipment in hallways	Risk of tripping and falling	Items are kept tidy pending development of additional storage facilities.
Surface water and mud	Risk of pupils slipping	Wet floors are attended to

on floors in wet weather.

as soon as notified to Staff. Mats have been installed to minimise the risks.

Stiles

Opening directly onto the road

Children to be constantly reminded not to leave the yard during school hours without supervision. School yard supervised back and front at playtime

Named Hazard

Bars and steps in front of the school

Associated Risk

Children tend to swing on the bars or climb over them
-risk of falling

Remedial steps

Children to be warned of the danger of doing this. Front yard be supervised at break times.

Ball going over the walls at the front or sides of the school

Risk of accident as children retrieve the ball

Metal barriers have been put in place to ensure small children cannot fall from the wall. Children are supervised in the yard and are not allowed to leave the school grounds without permission. From the end of March, play areas will be organised to reduce the likelihood of the ball going over the walls.

Low wall at front of the school

Risk of children falling onto the road

Children not allowed to sit on the wall. Barriers have been put in place inside the wall.

Traffic congestion at the school gate, in the mornings and evenings

Risk of accident

Safe parking and walking to the school gate to collect pupils is emphasised and encouraged in a letter to parents. Children travelling by bus will get on and off the bus in an orderly fashion. Entrance to the school has been designed

to facilitate ease of access.

Electrical Installations	Electrocution/ Electric/shock/fire	All electrical equipment/installations maintained in a proper manner
Electrical equipment	Electrocution/electric Shock	All plugs securely and correctly wired. No damaged leads/taped joints used. All connections are secure/well maintained.
Named Hazard	Associated Risk	Remedial steps
Fire	Fatalities/ Smoke inhalation	Faulty equipment be taken out of use immediately. Children not allowed to plug in electrical equipment unless supervised Adequate fire extinguishers are provided. A fire alarm has been installed. All fire safety equipment is regularly serviced. Fire drills take place once a term. Employees have been instructed in the use of fire extinguishers. Assembly areas are designated outside the school building. All flammable materials, paints etc. to be stored outside the school building. The Principal/ Deputy Principal is responsible for ensuring that fire drills take place and

		evacuation procedures are known. Electrical equipment is left unplugged when unattended for lengthy periods of time and the building is empty.
Heavy doors	Risk of injury if door closes while classes are leaving the room	Door blocks provided to keep doors back.
Wet floors/spillages trailing leads/Broken glass/wet leaves/manhole covers	Slipping/falling cuts	All floor washing is carried out after school hours. All spillages/rubbish/loose paper, is cleaned up promptly. Leads to be tied up and secured with electrical ties in so far as possible. Corridors are kept clear of obstructions. B.O.M. will work towards providing an additional classroom. Children will not be allowed in the staff room unsupervised.
Staff Room used as a teaching space	Risk of burns, scalds etc.	B.O.M. will work towards providing an additional classroom. Children will not be allowed in the staff room unsupervised.
Preparation of hot lunches in staff room	Risk of injury to staff/pupils	Children are not allowed in the staffroom unsupervised. Training is provided for everyone involved in the preparation of hot food.

Named Hazard	Associated Risk	Remedial steps
Lifting/manual handling of heavy equipment boxes books etc.	Back injury/strain	Proper lifting techniques to be applied More than one person to undertake these tasks. These tasks to be kept to a minimum.
Administration of Medicines	Risk of accidental overdose or poisoning	The administration of medicines will take place strictly in accordance

with the Administration of Medicines policy.

Safety when using the internet	Risk of exposure to unsuitable material/ persons.	Children to be supervised at all times when using the internet. Information provided to parents, teachers and students. Children will not bring their mobile phones to school.
Safety on School Trips and during sporting activities/ matches/adventure trips	Risk of accident, injury or incident in unfamiliar surroundings.	Children are supervised at all times on school trips. Children will be instructed in the use of sports equipment and adequate supervision provided. All adults with unsupervised access to children to be Garda vetted
Chemicals/cleaning Detergents	Corrosive chemicals skin damage on contact	Personal protective equipment provided ie. rubber gloves. All chemicals are kept out of the reach of children.
<u>Named Hazard</u>	<u>Associated Risk</u>	<u>Remedial steps</u>
Overhead electrical lines adjacent to trees to the side of the school	Electrocution on contact with overhead lines	When work is carried out with equipment, which could reach overhead lines, extra care to be advised
Welfare facilities	Risk of infection due to poor hygiene	Adequate welfare facilities are provided. These will be kept clean and provided with adequate soap and means of drying hands.
Covid 19 Virus	Risk of spread of virus	Good hygiene practices will be taught and observed in all classes.
External workforce	Risk of injury due to	All outside contractors

any work undertaken

must report to the Principal prior to carrying out any work. The workforce will be made aware of the school activities and will be made aware of the provisions of this Safety Statement. All work, so far as is practicable, will be carried out outside school hours. All contractors will be expected to take suitable precautionary safety measures.

Stones in flower beds at front and side of the school

Risk of injury caused by stones being thrown

Pupils will be reminded not to throw stones and will be discouraged from playing beside the flower beds.

Poles holding basketball nets in new playground

Risk of injury if a child collides with the pole.

A protective covering will be placed on the poles.

Gates in the fence beside the stream in the new playground

Risk of child falling into the stream.

Gates will be locked at all times.

Areas where the tarmac has been repaired in the new playground become slippery in wet weather.

Risk of children slipping

Teachers will remind children to take extra care

Instruction, Training and Supervision

The following talks or in-service will be facilitated this school year:

Internet Safety

Road Safety

Substance Misuse

Evaluation of measures in place

It is important to note that the vast majority of the risks and hazards identified above have not caused injury or accident to date. The accidents which take place in the school have generally been slips, trips and collisions at playtime, in the classroom, or on the sports field. The measures and controls in place are further strengthened by the school's Code of Behaviour and Discipline and Anti-Bullying Policy.

This statement will be reviewed every twelve months and safety concerns will be addressed, as they arise, as will any training needs.

The success of this policy is measured by set criteria;

- Maintaining a relatively accident free school environment
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings

Communication and Consultation

The school welcomes feedback from all members of the school community on matters relating to health and safety. Views previously expressed by parents have been incorporated into this statement. This Safety Statement is available on request to any member of the school community. This Statement will be reviewed throughout 2022 as circumstances suggest that this is necessary.

Ratification:

This revised policy was ratified by the Board of Management of Nicker N.S. on April 24th 2024