



St Joseph's Primary School, Smith's Rd., Charleville, Co. Cork
Tel: 063-89467 Email: stjosephsconventns@gmail.com

School Health & Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the Safety, Health & Welfare of those employed and working in the school. This policy was reviewed and updated in September 2022. 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 Safety Officer Mr Brian Fitzgerald, and a report made to staff. All records of serious accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the reoccurrence of such accidents and ill-health.

The Board of Management of St. Joseph's Primary School wished 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.

Plant and Machinery may be operated safely in so far as possible.

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 insure the health and safety 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.

Position of Safety Officer is held by Mr Brian Fitzgerald.

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

The Board of Management of St. Joseph's Primary School undertakes to ensure that the provisions of the Safety, Health & Welfare Act 1989 are adhered to.



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Duties of Employees

It is the duty of every employee while at work:

To take reasonable care for his/her own Safety, Health & 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 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 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.

To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger Safety, Health or Welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing Safety, Health or Welfare or persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practises are performed in the safest manner possible (see section 9 of Safety, Health & Welfare at Work Act 1989).

Consultation & Information.

It is the policy of the Board of Management of St. Joseph's Primary School to give a copy of the Safety Statement to all present and future staff, and to convey any additional information or instruction regarding Health, Safety & Welfare at work to all staff as it becomes available. Health, Safety & Welfare at work will be considered in any future staff Training & Development Plans.



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Hazards

Hazards shall be divided into 2 categories. Those, which can be rectified, will be dealt with as a matter of urgency. Those that cannot will be indicated and appropriate procedures listed beside them. All Hazards shall be eliminated in so far as resources and circumstances allow.

Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

Fire Officer, Eileen Matthews shall be responsible for Fire Drills and Evacuation Procedures. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Instruction is given in the use of Fire Extinguishers.

The following Hazards (in so much as can be indentified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

Wet Corridors.

Trailing Leads.

Typewriters & Computers.

Projectors.

Fuse Boards.

Electric Kettles.

Boiler House.

Ladders.

Excess Gravel on School Yard.

Protruding Units & Fittings.

Flat Roof on Hall & School.

External Store to be kept Locked.

Lawnmower.

Slabs around Perimeter of School.

Garden Stores.

Icy Surfaces on a Cold Day.

Windows Opening Out.

To minimise these dangers the following Safety/Protective Measures must be adhered to (see duties of Employee, pages 1 & 2 of this document):

Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the School must be shown a copy of the School's Safety Statement and shall adhere to its provisions.



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In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.

Where applicable, the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.

All machinery and electrical equipment are fitted with adequate safeguards.

Precautionary notices, in respect of Safety matters, are displayed at relevant points.

Ladders must be used with another person's assistance.

Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.

Board of Management will check that floors are clean, even, non-slip and splinter proof.

Emer O'Flynn will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard.

Emer O'Flynn will check that all P.E. and other mats are in good condition.

An annual routine for inspecting P.E equipment (Emer O'Flynn).

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Check that there are no uneven/broken/cracked paving slabs.

Board of Management will check that roofs, guttering, drain pipes etc. as far as can be seen, are sound and well maintained. (Health & Safety Officer)

Teachers check that manholes are safe.

Check all play areas are clean and free from glass.

Check that outside lighting works and is sufficient. (Board of Management).

Check that all builder's materials, Caretakers maintenance equipment, external stores etc. are stored securely. (Principal & Safety Officer).

Check that refuse is removed from building each day and is carefully stored outside. (Caretaker).

Constant Hazards.

Machinery, Kitchen Equipment, Electrical Appliances.



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It is the policy of the Board of Management of St. Joseph's Primary 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 i.e. 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 cable/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 & Safety Authority.

Chemicals

It is the policy of the Board of Management of St. Joseph's Primary 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 & Medication.

It is not the policy of St. Joseph's Primary School to administer medication other than to treat minor cuts or scratches. In exceptional circumstances under specific medical instruction epipens or inhalers may be administered. It is our policy to contact parents immediately should their child complain of feeling ill, headaches etc. In the event of a parent not being contacted, a member of staff would accompany the child to the local doctor.

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.



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A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of Staff and Students are reminded:

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 effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow worker. The school will arrange or assign appropriate tasks for the person to carry out in the interim.

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 St. Joseph's Primary 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. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking.

It is the policy of the Board of Management of St. Joseph's Primary School that the school shall be a non-smoking area to avoid Hazard to staff and pupils of passive smoking.

Broken Glass.

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Infectious Diseases.

It is the policy of the Board of Management of St. Joseph's Primary School that all infectious diseases shall be identified and steps taken to ensure the Safety of staff and students against all such diseases.



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First Aid

It is the policy of the Board of Management of St. Joseph's Primary School that a member of staff shall be trained to provide First Aid to staff and pupils.

1. Notices are posted in reception detailing :
 - Location of First Aid boxes
 - Procedure for calling ambulances etc.
 - Telephone numbers of local Doctor, Gardai, hospital
2. All serious incidents must be immediately reported to the person responsible for the Hazard identified in the statement . This is necessary to monitor the progress of Safety Standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all serious accidents and incidents by the Safety Officer
3. The health and Safety Officer will see that there will be maintained in the school a properly equipped First Aid Box available in reception at all times containing:
 - Sticking Plasters
 - Bandages
 - Tape
 - Antiseptic Cream
 - Disinfectant
 - Disposable gloves
 - An ice pack will be kept in the fridge in the kitchenette off the hall where it can be accessed by all members of staff



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Fire

It is the policy of the Board of Management of St. Joseph's Primary School that:

The Board 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 use.

Eileen Matthews will ensure that the fire drills take place at least once a term.

Smoke alarms shall be clearly marked (Health and Safety Officer)
Signs shall be clearly visible to ensure that visitors are aware of Exit doors and Routes

All doors, corridors, and Entries shall be kept clear of obstructions 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.

A plan of the School shows assembly points outside the school.

Assembly areas are designated outside each building and the locations specified.

Exit signs shall be clearly marked.

All electrical equipment shall be left unplugged when unattended for lengthy periods when the building is empty.



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Discipline

Under Rule 123 of the Department of Education and Science, our Principal teacher is responsible for the discipline of the School generally, including the co-operation of staff in supervision duties, the organisation of the School and other matters relating to the work of the School. The Cod of Discipline in the School provides for a level of behaviour to minimise personal risk or stress to any employees.

Supervision

Our School opens for school business at 8.50 am and, in accordance with rule 134, teachers will be present to exercise the required supervision over their classes. The short break at 10.30am, and the lunch break at 12.25pm will require special attention, care and supervision by teaching personnel.

The restricted area in our school is the front of the school.

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 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 work men shall not create any Hazard, temporary or permanent, without informing the principal or his/her nominated agent and shall mark such Hazard with warning signs or other suitable protection.

Bringing and Collecting Children from School

All parents/guardians/carers in the interest of Safety must obey all signs upon entering the school premises.

When parking outside the school grounds parents/guardians/carers are advised to accompany children to and from the school premises.

Parents /guardians/carers are encouraged to collect children punctually at 1.45pm.



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**Policy Statement in accordance
with the Safety, Health and
Welfare at Work Act**

Members of the Board of Management :

Chairperson: Denis Waters

**Board Members: David Stolzenberg Valerie Brassil
Canon D O'Mahony Brian Fitzgerald Denis Waters**

**Safety Officer: Brian Fitzgerald
(Nominee of BOM)**

**Safety Officer: Tina McAuliffe
(Post of responsibility Holder)**

**Prepared by representatives of the Board of
Management, in consultation with the
Parents and Teachers in accordance with
the Safety, Health and Welfare at Work Act.**



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Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of St. Joseph's Primary School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management :

Chairperson : Denis Waters

Date: 13/2/2024

Principal : Brian Fitzgerald

Date: 13/2/2024

Safety Officers : Brian Fitzgerald
(Nominee of BOM)

Tina McAuliffe
(Staff Member)

Date: 13/2/2014



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Emergency Names and Numbers

Fire Station: 063 81312/999/112

Garda Station: 063 81222/999/112

Ambulance: 999/112

Dr. Molloy: 063 89454

Dr. Joyce: 063 89111

Mallow Hospital: 022 21251

GTA Security: 061 574444 087 2545300