Safety Statement
Reviewed January 2025

Scoil Bhríde, Kilbride, Clonee, Co. Meath
Role No: 16825O

In accordance with the Safety Health and Welfare at Work Act 2005 (SHWA) and Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016, it is the policy of the Board of Management (BoM) of Scoil Bhríde, to ensure, so far as is reasonably practicable, the safety, health and welfare of staff and to protect students, visitors, contractors and others at the school from injury and ill health arising from any work activity.

The BoM as employer undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions of the SHWA, other relevant legislation and codes of practice
- Provide information, training, instruction and supervision where necessary to enable staff perform their work safely and effectively
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school
- Consult with staff on matters related to safety, health and welfare at work
- Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care.

Duties of Employees

It is the duty of every employee while at work to:

- Take reasonable care of his/her own safety, health and welfare, and that of any person who may be affected by his/her actions or omissions while at work
- 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
- Use in such manner necessary 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 e.g., CO2 monitors.
- Report to the Post Holder 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.
- Ensure designated exit areas are always clear
- Ensure all electrical equipment, in their room/area is powered off and unplugged when not attended or when the building is empty.

The BoM has ultimate responsibility for Health and Safety in the school. The Bom has delegated day to day operational responsibility for Health and Safety to the Principal.

All equipment manuals are filed in the Secretary's Office. All members of staff have been consulted and had input into the creation of this Safety Statement and are each provided with a copy.

Identification of Hazards and Risk Assessment

Hazards:

Fire

1. The BoM ensures that an adequate supply of suitable fire extinguishers is available, identified and regularly serviced by authorised and qualified persons. A check of all fire equipment is carried out by the supplier (Apex) 4 times a year. Training is provided to staff on the use of fire extinguishers.

2. Fire extinguishers are located:
    - Outside classroom 21
    - Outside Secretary's Office
    - End of long corridor
    - On Corridor beside door to G.P. room
    - On Mezzanine
    - In main assembly area in Coiscéimeanna
    - Outside room 17 in Coiscéimeanna

3. The principal, post holder (AP2) and caretaker ensure that fire drills take place at least once a term. Assembly areas are designated outside the building, in the basketball courts and the locations are clearly marked. Each teacher/classroom has a map of their escape route and designated congregation area.

4. Fire alarms are clearly marked and are located at:

    - Entrance hall
    - Corridor beside door to staff car park
    - Outside Classroom 5
    - Outside Classroom 7
    - Beside door leading onto field and courts (end of long corridor)
    - Outside PE hall (on new extension side)
    - At entrance to Coiscéimeanna (outside room 15)
    - At main entrance to Coiscéimeanna (from road)
    - Outside room 17
    - In room 17
    - In room 18
    - In PE hall x 2 (one beside each door)

5. Signs are clearly visible to ensure that staff, students and visitors are aware of exit doors and routes.

6. All doors, corridors and entries are kept clear of obstruction and are capable of being always opened from within the building. Each teacher ensures that exit/s from the classroom is always kept clear.

7. Main Exits:
    - Main entrance
    - Door on the short corridor to junior yard
    - Staff entrance/exit, side opposite courtyard
    - End of long corridor
    - Rooms 17 and 18 have direct access to Cosicéimeanna yard
    - Rooms 9, 10, 14 and 15 have direct external access to junior yard
    - PE hall (2 exit doors)

8. All electrical equipment is left unplugged or switched off when unattended and when the building is empty. Teachers are responsible for this in their own classrooms. The Secretary/Principal is responsible for his/her own office.

9. Pupils from classrooms located at the back of the school assemble at fire posts numbered 11 and 12 for all fire drills. Maps explaining escape routes are posted in each of these classrooms

10. Emergency evacuation procedures are posted throughout the building.

11. Fire doors are fitted throughout, and all passageways and exits are clear.

12. A fire alarm is monitored and checked regularly.

13. The firefighting zone chart is displayed in the school's entrance hall.

14. Emergency evacuation training takes place once per term and the outcome from fire drills is recorded.

15. Access to firefighting equipment is kept clear at all times.

16. Every employee is aware of two exit routes from his/her location of work.

17. Smoking is prohibited on grounds and in the premises.

18. First Aid boxes are located:

    - Secretary's office
    - Coiscéimeanna x 2
    - Staffroom: general first aid supplies are stored here.
    - Icepacks are stored in freezer in staffroom
    - Long corridor (beside exit to field and courts)
    - Short corridor (beside exit to junior yard)
    - Junction of long and short corridors
    - Outside PE hall (on corridor of new extension)
    - Coiscéimeanna
    - First aid boxes and icepacks are carried by SNAs to yard at break times daily. Ice packs are returned to freezer after yard duty

19. Each class has a designated fire assembly point located in the basketball courts and all members of staff are aware of their location.

20. Pupils from Coiscéimeanna will assemble at their allocated point in the basketball courts.

Car Parking

- Traffic routes are marked 'one way'
- A drop and go system are in operation on the school grounds
- Staff must park their cars in the designated staff car park spaces, ensuring they are not blocking emergency exits.
- Upon entering the staff car park, staff are required to drive with caution as the car park walkway is used by classes throughout the day to enter/exit the basketball court.
- Care must be taken while reversing
- Students who cycle to school must dismount upon entering the school grounds/gate and walk via the walkway adjacent to the car park to the bicycle station near the PE hall front doors.
- Students must wear their Hi-Viz vest and helmet when cycling to/from school.
- Lighting is provided in the school parking area.

Students Drop-Off and Collection

All parent/guardians/carers must adhere to the drop and go procedures on school grounds. These procedures are communicated to pupils and parents by letter each September and reminders are issued in each agreed report after ordinary Board meetings. Additionally, frequent reminder e-mails and reminder texts are issued as required.

- There is a single entrance and egress point.
- Cars must drive slowly on entering school grounds when collecting children.
- Those parking outside the school grounds must accompany children to and from the school as outlined in the advice notices.
- Students wait until their parent/guardian arrives.
- Students cross the driveway via zebra crossing markers.
- Students walk to the car.
- Staff members are present to supervise at collection and drop off times/events.

Access and Egress

At times of very cold weather the caretaker spreads sand/salt on access routes to the school, on footpaths and areas where pupils stand.

Entry to the School by External Persons

People entering the school premises must:

- Identify themselves to the Secretary before gaining admission to the school
- Sign in/out at reception providing contact details and time of entry and exit
- Wear a visitor's badge
- Contractors must make direct contact with the principal/caretaker before initiating work
- Contractors are given a copy of the safety statement and must abide by its provisions.

Noise

- If/When work is in progress, excessive noise shall be avoided wherever possible during school hours and shall always be reduced to the minimum necessary
- The contractor will mark any work area or potential hazard with warning signs or other suitable protection.

Floors

- The washing of floors is conducted after school hours to eliminate the danger of slipping.
- Where floors are wet, warning signs are in place.

Play Areas

- Basketball courts are fenced off
- Basketball posts are protected with a foam covering and inspected regularly.
- PE items are stored safely in the PE Hall storage area which is checked regularly by the caretaker/postholder
- When the field is in use, it is checked for potholes and large stones to reduce the possibility of injury.
- During 'wet days' when the field is unavailable or during PE times when other yards are not available, the side driveway and roundabout areas will be used as a yard. Supervising staff ensure traffic cones are placed across the entrance to the side driveway roundabout area. No student is permitted to cross this barrier. Cones are removed by supervising staff once breaktime has finished.
- The caretaker will close the front school gates for the classes on yard at the front of the school building before morning breaks. The supervising staff are responsible for ensuring the gates are closed and opened again after lunch break to facilitate the collection of infant children at 2pm.
- The students remain away from the fence and gates.
- The student areas are fenced off from the rear parking area by appropriate fencing
- The ditch is fenced off by appropriate fencing
- Entrance to the school is protected by a wall with railings and gates.

Machinery, Kitchen Equipment and Electrical Appliances

Machinery, kitchen equipment and all electrical appliances are used by competent and authorised persons only. The appropriate instructions must be followed. Machinery and appliances are regularly inspected by their users.

Electrical Appliances

Arrangements are made for all appliances to be checked as required by a competent 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 cables/leads are intact and free of cuts or abrasions
- Suitable undamaged fused plug tops are used and fitted with the correct fuse

- Trailing leads are secured/fixed along skirting to avoid trips and falls. Each staff member is responsible for such monitoring in his or her own area of usage.
- Leads are unplugged when appliances are not in use.
- Any child entering the staff room is accompanied by a supervising adult.
- Toasters in SET classrooms (as part of Nurturing programme)
  - The teacher will ensure there are no trailing cables.
  - Children will not have access to hot surface areas.
  - Toasters are unplugged and stored in a press when not in use.
  - Toasters will be used for toasting bread only not other food items.

Automated External Defibrillator (AED)

The AED device is stored in a specific AED glass cabinet to the right of the secretary`s office on entering the school. It is clearly labelled. All staff members are aware of its location.

AED Pads

The defibrillator has spare pads which are replaced as required in line with their use by date

- adult (+8) size Electrode pads valid until 31/03/2026
- children's (<8) size valid until 31/05/2026

AED Battery

The defibrillator's internal battery is maintained and serviced every five years according to manufacturer's guidelines. The external batteries are changed when the machine beeps to notify of a required change (last changed October 2021 + spare). There are always spare batteries in the AED press which are replaced at the same time. AED battery pack replacement purchased January 2025.
All staff members have been trained on how to use the defibrillator safely.

Chemicals/Detergents

- Detergents and other cleaning chemicals are labelled and kept in the locked sluice room and protection is provided by the contract cleaning company to be used when handling them.
- All paints, adhesives used by pupils are labelled and reviewed by manufacturers to ensure suitability.
- All chemicals, detergents and paints are labelled and stored in a locked ventilated store.
- Cleaning of the school occurs once pupils have left the premises.
- Pest control visit the school on a regular basis and carry out inspections and check rodent controls.

Drugs and Medication

- All drugs, medications, etc. are kept in a secure cabinet in the staffroom.
- Where individual children have specific medical equipment e.g. Epi-pen, diabetic lancet in their possession in school, such equipment and/or medication is securely stored.
- Children with specific medical requirements must have the appropriate Administration of Medicine, Indemnity Forms and supporting documentation approved and signed by parents/guardians (See Administration of Medicines Policy).

PE Equipment and Goalposts

The caretaker carries out an annual inspection of furniture, apparatus, equipment and fittings. He reports on findings to the principal and post holder.

Caretaker and post holder check that:

- PE equipment is stacked securely and in position so as not to cause a hazard.
- All PE mats, and other equipment are in good working condition.
- Wooden beams, benches etc. are free from splinters and generally sound.
- The Cosicéimeanna swing and trampoline are operating safely and generally sound.
- All basketball posts and hoops are in good operating order and generally sound.

Grass, Hedge Cutting and General Maintenance

The school caretaker maintains the grounds, hedges and environs of the school and wears the protective clothing and equipment supplied as appropriate**.** Such maintenance work will be carried out when children are not close by or are off site.

Broken Glass

Members of staff report broken glass to the caretaker so that it may be immediately removed to the special bin provided.

Pressure washing

Washing of the gutters is carried out before or after school, or when the pupils are in their classrooms.

Boiler House

- Boiler house is kept locked.
- Children are not allowed in boiler house.
- The boiler house is always kept organised and tidy.
- No flammable products such as petrol, refuse, chemicals, paints etc. are stored in the boiler house as this is not a storage room.

Waste

Refuse is removed from the building daily and is correctly stored outside. Bins are stored safely and appropriately away from the main school building.

Recycling

As part of our Green School initiative the children in the school are managing and organising the classroom recycling bins with the post holder (AP2) and caretaker.
All food waste must be returned home in lunchboxes for brown bin composting.

Lone working:

- Persons who are working alone in the school building must notify the caretaker and/or Principal and/or deputy principal of those times and dates of that lone working
- They must also notify the caretaker, Principal or deputy principal of their departure from the school.

Storage areas

- In storerooms/ store areas heavy items are stored on lower shelves and lighter items are storeed higher, to prevent injury when retrieving items from shelves.

- All free-standing shelving, bookcases etc. above waist height are fixed to the wall to prevent them falling on pupils, visitors, or staff.
- Two-step ladders are provided to safely allow staff access shelves and hang posters at a reachable height.
- A 'Using Ladder Safely' document from the Health & Safety Authority has been circulated to all staff members.

Working at a height

Routine maintenance duties are carried out by the caretaker. Other maintenance duties will be carried out by competent contractors. If required:

- Scaffolding will be hired as appropriate for working at a height.
- Ladders will only be used for short routine maintenance jobs when appropriate.
- A ladder may only be used if at least one hand can be used to hold it.
- A ladder must be placed so that it reaches a minimum of 1 meter above the working platform being accessed.
- Ladders must be set at a firm level base ensuring that the slope is less than 1:4.
- Ladders must be secured to the working platform as appropriate.

Working in Coiscéimeanna

Biting:

Information on how to treat human bites as per HSE recommendations is provided to staff working in Coiscéimeanna. This information is contained in the School Accident Policy.

Entrance/Exit points

- Staff members entering or exiting Coiscéimeanna must ensure the door closes fully behind them.
- When supervising on yard, staff must ensure all gates are locked and secured before students are allowed out onto yard
- When going for walks with students, each staff member is assigned a student(s) to care for

Pregnant Employees

- Once the employer becomes aware of an employee being pregnant, a reappraisal of any hazards will be carried out

School Excursions, Matches and Tours:

- All school outings will be supervised by the class teacher and at least one other school supervisor
- Only fully licensed and authorised drivers are allowed to drive vehicles with passengers on board for school outings/matches etc.
- All passengers travelling on the bus must be seated and must use the seat belts provided
- Only one person per seat is allowed on buses/minibuses
- The Code of Discipline that applies in school will apply to all pupils on the bus/minibus
- If a driver considers that a particular passenger poses a considerable risk or danger to other passengers on the bus, then s/he should inform the principal or person in charge.

Swimming Lessons

- Best practice in relation to the supervision, instruction and child protection procedures will always be adhered to, as per Swimming Policy.
- Pupils are required to always behave in a manner that ensures the safety of all involved in school swimming.
- Pupils must endeavour to always obey the instructor's orders and comply with the School Code of Positive Behaviour.
- Parents/guardians will receive a standard letter providing information on school swimming before their child starts their swimming term.
- Teachers of all classes should remain in the viewing area during the lesson in order to supervise the overall group.
- Permission from parents/guardians will be given through permissions on Aladdin
- The pool will be provided with information regarding any child with a Special Educational Need, physical disability or medical diagnosis that may compromise their safety at swimming, eg. Epilepsy. (please see Swimming Policy)

Welfare

- To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.
- A staffroom where tea and lunch breaks are taken is provided separate from the work area.
- Staff must co-operate in maintaining a high standard of hygiene in this area.
- An adequate supply of hot and cold water, paper towels, soap and sanitary disposal facilities are made available.
- Handles and common touch areas in toilets, doorhandles and sinks are sanitized by the Caretaker each morning.

Staff Reminders

- An employee, who is under medical supervision or on prescribed medication and who has been certified fit for work, must notify the school of any known side effect or temporary physical disabilities which could hinder his/her work performance, and which may be a danger to either him/herself or others.
- Staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any employee in breach of this requirement may be subject to disciplinary action
- Each employee is required to supply an In Case of Emergency (ICE number) to the school, which is available in the administrative office.

Smoking

Smoking is prohibited in the school and its environs.

Manual Handling

- Books and equipment must be stacked in small parcels/bundles to allow for ease of lifting and carriage. Employees should keep their back straight, although not necessarily vertical, bend at the hips and knees using legs rather than arms or back muscles to raise the object.
- Personnel required to carry out manual handling activities are trained in safe manual handling techniques by a suitably qualified person.

- Employees are instructed to seek assistance in manual handling tasks where they expect or have trouble.
- Trolleys are available from the caretaker to use in carrying heavy loads.
- Caretaker has completed manual handling course.

Infectious Disease

- All staff members are required to read and uphold procedures outlined in the school's Covid-19 plan
- Notifications regarding outbreaks of infectious diseases, will be notified to parents/guardians after consultation with the HSE.
- The BoM endeavours to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications and cleaning tasks.
- Toilets and washrooms are provided with an adequate supply of water, soap, paper towels and a facility for the safe disposal of same.

Bullying

- Bullying will not be tolerated.
- Allegations of bullying will be fully investigated in accordance with the Anti-Bullying Policy and Dignity at Work Policy.

First Aid

Some members of staff are trained to provide First Aid to staff and pupils. (See policy on Accidents).
Notices are posted in the yard accident books detailing:

- Arrangements for giving first aid
- Location of first aid boxes
- Procedure for calling ambulances etc.
- Telephone numbers of local Doctor, Gardaí, Hospital.
- Accidents which necessitate removal to hospital and or absence of three days from work are reported to the Health & Safety Authority ('HSA')
- An Accident Report File is maintained for the recording of accidents
- Disposable gloves are always used in administering First Aid
- First Aid Kit to be taken on school tour
- Critical Incident Policy and team members should follow the guidelines

The post holder sees that there is always a properly equipped First Aid Box available to staff.

Communication of Policy

The Principal/BoM as appropriate will make copies of this Safety Statement available to all employees.

Monitoring of Safety Statement

The initial hazard identification and risk assessment has been included in the safety statement.

The BoM undertakes to review and revise this policy in the light of changes to legislation, experience and other developments

Signed: Fr. P O’Connor

Chairperson Board of Management

Date: 12/02/2025