



St. Joseph's Primary School

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Health and Safety Statement

Revision 3

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Policy Statement

This document sets out the policy of St Joseph's Primary School, Macroom 2011 and specifies the arrangements made and the resources provided to achieve that policy.

Our objective is to provide a safe and healthy environment for all employees and to meet our duties to pupils and members of the public who may be affected by our operations.

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role in the overall arrangements for health and safety in our premises.

SAFETY, HEALTH AND WELFARE AT WORK ACT, 2005

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The policy requires the co-operation of all employees and employees are reminded of their responsibilities under the 2005 Safety, Health and Welfare at Work Act:

- To take reasonable care to protect their safety and that of others affected by their acts or omissions.
- Not to be under the influence of alcohol or drugs to the extent that they are likely to endanger their safety or that of others.
- To co-operate with their employer to help in complying with safety legislation.
- Not to engage in improper conduct or behaviour that is likely to endanger safety or health
- To attend appropriate training and instruction given by their employer.



- Correctly use any article, substance, protective clothing and equipment provided for use at work (by their employer) to protect their safety or health.
- Not to misrepresent their level of training, upon entering into an employment contract.
- To report to their supervisor, or other appropriate person:
 - defects in the place, system or equipment at work, which may endanger health or safety being carried out in a manner, which may endanger health or safety.
 - contraventions of the statutory provisions, which may endanger health or safety.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Chairperson, Board of Management

School

Date:

Emergency Plans

An emergency is a situation which arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification or incendiary and bomb scares. The school has procedures in place for dealing with emergencies. Staff will be made aware of these procedures and regular practice drills will be undertaken. These activities are the responsibility of School Principal.

Emergency Phone Numbers

Hospital: CUH 021 4546400
 Mercy Hospital 021 4271971
 South Infirmary 021 4964333

Fire Brigade: 999
Dr P. Cronin 026 41088
Dr. Bradley 026 41088
Dr John O'Riordan 026 41088
Dr C.Kelleher 026 41783
Dr J.Burke 026 41413
Dr S.Casey 026 41281

Gardaí 026 20590

Emergency Evacuation Procedures Critical Incident Policy Appendix 1 Fire Drill Evacuation Policy Appendix 2 & Appendix 5

In the case of fire, or other emergency requiring evacuation of the workplace:

- The person discovering the fire should raise the alarm by informing the principal/secretary/caretaker. They contact the emergency services.



- All persons must leave the building without delay to collect personal belongings.
- All persons should go immediately to assembly areas located at the perimeter fencing.
- All teachers will take a roll to identify any persons missing from the assembly area.
- No one should re enter the workplace until the emergency services give the "all clear".

Emergency drills

The principal is responsible for ensuring that all staff and visitors are aware of the location of all the exits and emergency evacuation procedures.

A fire drill will be carried out regularly.

Location of Fire Extinguishers

Fire Extinguishers are located in the following locations:

- 9 classrooms in the main building (Co2)
- Resource room (Co2)
- Secretary's Office (Co2)
- Main Corridor (Foam)
- Senior Corridor (Foam)
- Corridor (Hose Reel)
- Outside Staff Room (Co2)
- Computer Room (Co2)
- Outside Computer Room (Co2)
- Senior Corridor Outside Store (Foam)
- Boiler House (Dry Powder)
- New Building Entrance (Co2 Foam)
Corridor (Co2 Foam)
Top of Stairs (Co2 Foam)
Boiler House (Dry Powder)

M&K Fire Defence Limited , Unit 8, Hml Commercial Centre, Half Moon Lane, South Douglas Road, Cork 021 4897745

O' Mahony's Alarms 086 2541668 & 02354333 service the Fire Alarm system. This is monitored by Top Security at 021 4968666. The Caretaker and the Principal have the Account number for Top Security.

Signs and Notices

The school will ensure that all necessary signs and notices are displayed. These will identify the locations of all exits and fire fighting equipment, as well as any danger zones or hazardous materials.

First Aid

Mrs E. Creedon provides and will maintain adequate and appropriate first aid equipment, suitability marked and easily accessible, in order that first-aid can be provided. The first-aid equipment is located in the kitchen.



The First Aid box Contents

The first aid box will contain the following

- 40 adhesive plasters
- 4 sterile eye pads (with bandage attached)
- 6 individually triangular bandages
- 6 safety pins
- 8 medium individually wrapped sterile unmedicated wound dressing (approx 10cm X 8cm)
- 4 large individually wrapped sterile unmedicated wound dressings (approx 13cm X 9cm)
- 4 extra large individually wrapped sterile unmedicated wound dressings (approx 28cm X 17.5cm)
- 10 individually wrapped wipes
- 1 paramedic shears
- 2 pairs of latex gloves
- 2 sterile eye wash.

First Aid Treatment Area(s)

The area assigned for the provision of First Aid treatment in our school is the kitchenette. Where practicable, this will be a dedicated First Aid area or a room and we will make our best endeavour to equip this location with as many as possible of the following:

- Sink with running hot and cold water
- Drinking water
- Soap
- Paper tissue
- Smooth topped working surface
- A suitable store for first aid materials
- First aid equipment
- Suitable refuse containers lined with a disposable plastic bag
- A chair
- A record is kept of incidents needing first aid (and their parents/guardians are notified)
- A bowl

Mrs. E Creedon will provide information to staff, parents, Board of Management and/or safety representatives regarding the first aid facilities and arrangements in place.

The person responsible for ensuring that the first aid equipment are provided and maintained is Mrs. E. Creedon

Reporting Accidents

The school will comply with the requirements for reporting accidents and dangerous occurrences to the:



Health and Safety Authority
10 Hogan Place
Dublin 2
Tel (01) 6147000

The person responsible for reporting accidents and dangerous occurrences is the Principal.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety authority. Accidents will be reported by filling out the online Accident Reporting form from the Health & Safety Authority website (www.hsa.ie). Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the publications and Forms Section of the Health and Safety Authority website (www.hsa.ie)

More detailed information with regard to the types of accidents and dangerous occurrences which will be reported are contained in the Resources Section of the Safety Statement Manager. School Accident Injury Policy - Appendix 3 and Accident Report Form- Appendix 4

The National Authority for Occupational Safety and Health, which is primarily there to advise and encourage, may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

Workplace Environment

We will provide a healthy working environment and will ensure that the following issues are always addressed. Ms M Fitzpatrick and Ms G Browne is responsible for these matters.
Appendix 6 Classroom Audit

Ventilation will be adequate. Where VDUs (Workstations) are being used for more than 1 hour a day we will provide suitable chairs, sufficient space (a minimum of 4.65 sq metres per person).

The temperature will be comfortable, normally above 17.5°C, and will not become excessively hot during warm weather.

Adequate lighting will be provided.

We will provide adequate facilities for boiling water and taking meals.

Smoking will not be permitted in our workplace.

We will provide at least



1 toilet for 1 to 5 people,

2 toilets for 6 to 25 people

And keep them clean and in working order. Hot and cold water, soap and towels will be provided.

At least one wash basin for every 20 employees will be provided.

The school will be cleaned as required. Floors and traffic routes will be cleaned at least once per week. Waste materials will be removed on a daily basis.

Hazards and Risks

On the following pages you will find a list of workplace hazards and risks showing appropriate:

- Risk assessment
- People at risk
- Actions and controls to eliminate or reduce the risk or provide protection from the risk
- Assigned responsibility for implementing the actions and controls
- Review dates.

The hazards and risks are grouped and presented in the following order:

- Cleaning
- Fire
- First Aid
- Housekeeping
- Classrooms
- PE Equipment
- Pupils with Disabilities
- Non National pupils
- Circulation Areas
- Electrical Appliances
- Computers
- Stress -Bullying
- Staff Room/ Kitchen
- Radon/Asbestos/Mould
- Non Teaching Areas
- Maintenance General Considerations
- Maintenance –Grass cutting, Boiler House
- Lone workers
- External Areas
- Construction