



## Scoil Aoife Community National School

Citywest Drive, Citywest, Dublin 24.  
Phone: 01 4215104 Roll No: 204220  
[scoilaoifecns@sacns.ie](mailto:scoilaoifecns@sacns.ie)



## Health and Safety Statement

The Board of Management of Scoil Aoife Community National School (CNS) brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school and the pupils attending Scoil Aoife CNS.

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 school management team and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Scoil Aoife CNS wishes 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 is possible.
- Work systems shall be planned, organised, performed and maintained to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be compiled with and revised as necessary.
- This statement will be continually revised by the School Management as necessity arises and shall be re-examined by it on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.
- The Board of Management of Scoil Aoife CNS recognise that there are statutory obligations under legislation that extends to employees, students, to any person legitimately conducting school business, and to the public.
- The Board of Management of Scoil Aoife CNS undertake to ensure that the provisions of the 'Safety, Health and Welfare at Work Act are adhered to.

Scoil Aoife has a staff made up of a Principal, Deputy Principal, Teachers, Special Needs Assistants, a Secretary and a Caretaker. The school's patron body is the Dublin and Dún Laoghaire Education and Training Board.

### Duties of Employees

It is the duty of every employee while at work:



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- to take reasonable care for his/her own safety, health and 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 the 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 principal or in School Management Team 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 item 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 practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

### Consultation and Information

It is the policy of the Management of Scoil Aoife CNS to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

### Hazards

Hazards shall be divided into two categories.

- Those which can be rectified will be dealt with as a matter of urgency.
- Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

### Fire

It is school policy that:

- The Board of Management 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 its use.
- The Principal will ensure that fire drills shall take place at least once a term.
- Fire alarms shall be clearly marked. (Responsibility of Caretaker & Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)



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- All doors, corridors, and entries shall be kept clear of obstruction 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. Regarding the main door and fire exits in the main building the Principal/ In-school management team will see that they are free of obstruction.
- A plan of the school shows assembly points outside the school.
- Assembly areas are designated outside the building, and the locations specified.
- Exit signs shall be clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. The Staff room is the responsibility of every teacher & SNAs. (Cleaner to check when cleaning).
- Principal/Deputy Principal/post holders shall be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the in-school Management team to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors
- Climbing frames / PE equipment
- Trailing leads
- Photocopier, Computers, printers, laminators
- Guillotine
- Projectors
- Fuse Board
- Electric kettles
- Boiler house
- Ladders (Ladders should always be used with 2 staff members present)
- Protruding units and fittings
- Flat roof of bin sheds
- External store areas (these should be kept locked)
- Lawnmower
- Garden stores
- Icy surfaces on a cold day – particularly on driveway into school.
- Mats in halls
- The Stage
- 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.
- In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.



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- Where applicable the Principal 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
- No glass containers should be used in the classroom setting.
- Management will check that floors are clean, even, non-slip and splinter-proof.
- The staff member for PE will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- Check that all PE and other mats are in good condition. (to be carried out by the person in charge of PE)
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (In School Management team, Safety Officer and Staff Safety Representative).
- Check that wooden beams, benches, the stage etc. Are free from splinters and generally sound (Deputy Principal).
- Check that there are no uneven/broken/cracked paving slabs. (Caretaker under the guidance of the in-school management team.)
- Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. (Board of Management Safety Officer).
- Caretaker and management check that manholes are safe.
- Check that all play areas, especially sand pits, are kept clean and free from glass before use. Any sand for use in classrooms should be changed each term and replaced with fresh stocks. (Each class teacher & SNA)
- Check that outside lighting works and is sufficient. (Safety officer).
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. (Principal and in school management team & Safety Officer).

### Constant Hazards

#### **Machinery, Kitchen equipment, Electrical appliances.**

It is school policy 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

It is school policy that in the interest of health and safety, Kettles containing hot or boiling water, or hot drinks should not be taken out of the staff room without the use of a safety cup while the children are on the premises. Hot drinks should not be brought to the school yard.



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### 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 a normal part of the appliance are in working order
- Power supply cables/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 and Safety Authority.

### Chemicals

It is the school policy of Scoil Aoife CNS 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 secure location, and protection provided to be used when handling them.

### Drugs and Medication

It is the policy of Scoil Aoife CNS that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

It is school policy that school personnel do not administer medication to pupils unless signed authorisation by the parent / guardian, is submitted to the Principal / Deputy Principal.

Administration of Medicine permission form is available in the school office if any medication needs to be administrated. These permission forms are kept in the child's file.

Children with allergies &/or medical issues will be identified to whole school staff & visiting teachers.

### Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas in classrooms 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. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal are made available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are also made available to staff. (Cleaning staff have responsibility to maintain a clean and hygienic environment around the school, with particular attention to toilet areas, kitchen areas, class tables and floors).

Members of staff and students are reminded:



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- A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school and provide a medical certificate to that effect of any known side effect or temporary physical disabilities which could hinder their work performance, and which may be a danger to either themselves or their fellow workers. 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 school policy 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 grounds and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is school policy that the school and its grounds are non-smoking areas, to avoid hazard to staff and pupils of passive smoking.

### **Chewing Gum**

It is school policy that in the interest of health and safety, chewing gum or the spitting of gum is not permitted in school or on the grounds of the school.

### **Broken Glass**

The caretaker and in school management team shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal / caretaker/ in school management team so that it may be immediately removed or to clear it themselves.

### **Visual Display Units**

It is the school policy of Scoil Aoife CNS that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of Scoil Aoife CNS that all infectious diseases shall be notified, and steps taken to ensure the safety of staff and students against all such diseases. The management team will endeavour 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, cleaning



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tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

Infectious Diseases Guidelines book is kept in office beside first aid box. These guidelines will be followed when needed.

### Head Lice

It is the policy of Scoil Aoife CNS that where head lice are detected in any classroom, a standard note is circulated to parents / guardians of all children in the class informing them of the problem.

If the problem persists in the classroom a second note is sent out as a reminder that all children need to be checked. This note outlines the suggested procedures to be followed in an effort to prevent the spread of the headlice and ultimately to eradicate the problem.

The staff members working with the children of that class will be vigilant in identifying where the problem persists. The parents/guardians will be notified by the teacher with a view to trying to eradicate the problem.

If a continual problem persists at this stage the parents/guardians will be asked to remove the child (as a matter of health and safety), treat the hair and allow the child to return to school when the problem has been eradicated.

### First Aid

It is school policy that a member of staff shall be trained to provide First Aid to staff and pupils.

First aid bags/boxes are stored:

- In school office
- At back door to infant yard
- In room 1 (First Aid Bag for Tours/ Sports)

Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.,
- telephone numbers of local Doctor, Gardaí, Hospital.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.



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Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

All serious accidents need to be reported to school insurance company immediately.

The Principal / Secretary will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

sticking plasters

- Tape
- Cotton Bandages
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Disposable gloves

It is school policy that disposable gloves must be used at all times in administering First Aid.

Best Before Dates

### Access To School

Anyone entering the school premises is required to identify themselves to the Principal or the Secretary before gaining admittance to the school. Any contractor must make direct contact with the Principal / Deputy Principal before initiating any work on the premises.

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 workmen shall not create any hazard, permanent or temporary, without informing the principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

### Collecting Children

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- All parents must firstly report to the office before collecting child. Early collections must be signed out in book.
- Teachers are not available to speak to parents during class time. Parents are advised that they must make an appointment to speak to a class teacher or the Principal.
- In the interest of safety all vehicles entering the school grounds must act with the utmost vigilance and care. All vehicles must drive at a speed not exceeding 10 Kilometres per hour, watching out for children, bicycles, parents, toddlers and parents with buggies. All persons driving on the grounds of the school are subject to our strict safety standards and



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safety code. Any person in breach of this code may be prevented from driving in the school grounds.

- Parents are advised that when they are leaving their children to school or collecting them they should be vigilant while walking through the school car park. They are responsible for the child's safety and welfare until they have left the grounds of the school.
- The school is not responsible for any theft or damage to cars while parked in or accessing or exiting the school grounds.

### Staff Parking:

Parking is on a first come basis. Staff should ensure that they have parked their cars before 8.45am. to ensure the safety of pupils coming to school.

The school is not responsible for any theft or damage to cars while parked in or accessing or exiting the school grounds.

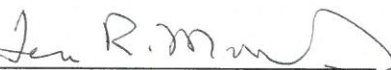
### Revision of This Safety Statement

This statement shall be regularly revised by the in-school management team of Scoil Aoife CNS in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed: 

Principal

Date: 26/5/2021

Signed: 

Chairperson of BOM

Date: 26.05.2021.