

**SAFETY STATEMENT**  
**of**  
**St. John of God Girls' National School**  
**Kilmore Road**  
**Artane**

**1. Introduction**

This document has been prepared in compliance with **Section 20 of the Safety, Health and Welfare at Work Act 2005.**

**2. Safety Organisation**

The Board of Management of St. John of God Girls' National School, Artane recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of employees, pupils and other guests.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for maintaining and improving Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

The Principal of the school is responsible for overseeing the provisions of the 2005 Act on behalf of the Board of Management. The Principal shall appoint a Safety Officer from among the school staff. The role of the Safety Officer is to monitor safety generally in the school and its environs. The Safety Officer is to liaise with the Principal and other staff members on safety matters, as the need arises.

Teachers are responsible for safety in their own area and for the implementation of relevant safety procedures. Members of staff should bring any concern regarding safety to the attention of the Safety Officer or the Principal.

A copy of this Health and Safety Statement is on display in the Staff Room. All staff should familiarise themselves with its contents.

**Relevant duty holders as of March 2012:**

Principal: Aoife McNicholas  
Safety Officer: Sinéad Feery

### **3. Safety Officer**

The main duties of the Safety Officer are as follows:

- To guide and advise on all health, safety and welfare issues
- To ensure that the school fulfils its statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005
- To co-operate with all staff members in safety, health and welfare matters relating to employees and pupils
- To ensure that appropriate safety education and training is co-ordinated and carried out
- To undertake a regular review of procedures regarding welfare, safety and health in the school and to ensure that they are kept up to date
- To ensure that adequate fire protection and prevention measures are taken.
- To ensure, in the case of accidents, that appropriate statutory notifications are properly completed.

### **4. Safety Representative**

Staff members may elect, from among their number, a Safety Representative, whose role it would be to consult and make representations to the Safety Officer, in relation to safety matters, on behalf of all employees.

### **5. Duties of Employer - Board of Management**

- To provide and maintain a safe and healthy environment for all employees and pupils
- To provide and maintain safe means of access to and egress from the place of work
- To manage work activities to ensure safety, health and welfare of employees
- To provide any necessary instruction and training to employees to enable them to perform their duties safely and efficiently
- To make available any necessary safety devices and equipment and to provide adequate training and guidance in their use
- To provide and maintain adequate welfare facilities for employees
- To prepare an adequate plan to be followed in the case of an emergency.

### **6. Duties of Employees**

- To co-operate with the employer in all provisions made for ensuring the safety, health and welfare of all employees, pupils and visitors alike
- To discharge their work in a safe manner so as to avoid injuring themselves or other employees or pupils

- To use in such manner as to provide the protection intended any suitable appliance, protective clothing or equipment provided by the employer and not to interfere with or misuse anything provided to protect safety, health or welfare at work
- To report to the Safety Officer without delay any damage or defect in equipment which might endanger health or safety in the school
- To report to the Safety Officer without delay any dangerous occurrences or accidents, unsafe conditions and unsafe acts.

## **7. Hazard Identification, Risk Assessment and Control Measures**

### ***Slips, Trips, Falls***

- Prevent wet floors, in as far as is reasonably practicable, by the use of mats at entrances and by wiping up spillages.
- No running permitted in corridors.
- Good housekeeping practices to be employed to eliminate trip hazards such as trailing cables.

### ***Manual Handling***

Avoid unsafe manual handling. Plan any lifting or carrying tasks. Get assistance and share the load where appropriate.

A lifting trolley is stored underneath the backstairs. The school caretaker, Martin Whelan is due to undertake Manual Handling training in the coming term.

### ***Traffic Management***

- In general, only staff cars are permitted past the vehicular entrance gate into the school grounds. Persons with a disability may use the vehicular entrance by special arrangement with the Principal. All vehicles are to be driven slowly with due regard for the presence of children. Pedestrians use pedestrian entrance and footpath.
- Speed ramps are installed on the driveway to the car park. The ramps are marked.

### ***School Security***

Visitor access to the school building is by means of electronic CCTV intercom system which is controlled from Secretary's Office. All visitors to report to Office on arrival.

Access to employees is by consent. When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the attention of the Principal /

Board of Management. The Principal / Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

### ***Electricity***

- School was rewired in 2005.
- Main electric fuse board is located in the Meeting Room on the ground floor. All switches are appropriately labelled. There is a secondary fuse board in the small room off the GP Hall.
- All electrical equipment is to be maintained in good working order. Staff should report any defects e.g. loose or damaged plugs or wiring.
- The photocopier is serviced regularly by E. C. Office Supplies

### ***Boiler House***

- The Natural Gas boiler was installed in 2005 by P.J.Duffy & Sons Ltd - Mechanical Services Contractors. The boiler / burner / gas detection system is serviced annually by John Crawley.
- Smoke / fire detection device is installed in the boiler house.

### ***Caretaker's Workshop***

This is located on the first floor. The caretaker is responsible for the storage and maintenance of all articles and substances in this area. Pupils are not permitted in this area. The caretaker should liaise with the Safety Officer regarding any safety concerns or requirements such as personal protective equipment.

### ***Cleaning***

Cleaning of the school is carried out daily. Cleaning products and equipment are stored in gents' toilet area. Cleaning products are kept in a locked cupboard. Two vacuum cleaners are provided; one for use upstairs (kept in the storage room off the P.E. Hall) the other for use downstairs (stored in cupboard in ladies' toilet). Cleaning staff should report any safety concerns or defective equipment to the Safety Officer.

Members of staff using chemicals, solvents, detergents etc. should familiarise themselves with the hazards associated with these products, what precautions are to be taken when using them and what measures are to be taken in the case of spillages. These safety details are to be found on the container label.

### ***Ladders***

Step ladders are available for use when accessing high areas. Two are available, one upstairs (kept in Storage Room off P.E. Hall), one downstairs (stored underneath backstairs). Common sense is required when using step ladders.

Caretaker also has an A-frame ladder. This is stored in the caretaker's workshop.

### ***Other potentially hazardous equipment:***

Two paper guillotines – both stored in the Meeting Room. Guard must be in place when using these pieces of equipment. Children are not permitted to use the guillotine.

### ***Outside Contractors***

- Grass cutting - The grass is cut by Martin Whelan, the caretaker. The ride-on mowing machine is stored in the new shed at the rear of the school. It is serviced as the need arises.
- Window Cleaning - This is done by outside contractors, as the need arises.
- All outside contractors engaged by the school are to be competent. The following are indicators of competency:
  - Member of recognised trade association
  - Holder of recognised qualifications
  - Trustworthy references
  - Provision of appropriate Method Statement (i.e. proposal of how the work is to be carried out)
  - Provision of company's Safety Statement.

### ***Bullying***

Adherence to the school's Code of Behaviour is required by all persons. This Code is available, on request, from the Principal.

## **8. Fire / Emergency Procedures**

### ***Prevention of Fire:***

- No accumulation of rubbish
- No smoking in the school building or its environs
  - Electrical equipment to be maintained in good working order

### ***Protection Measures:***

- Keeping of up to date Fire Register in Principal's office
- Fire alarm: Automatic smoke / fire detection system is in place. This is serviced annually by SMART Controls. Alarm is linked to Alert Line. (Phone: 1890 224422). When the fire alarm goes off, it also rings in Alert Line., who will phone the school and then the School Caretaker and / or other key holders on the Board of Management. If they do not get a response, Alert Line will phone the Fire Brigade. Manual Break Glass buttons are located throughout the building also. Staff should be aware of their location.
- Fire Extinguishers are located throughout the premises, serviced annually by SMART Controls. Staff should be familiar with types and their locations.
- Fire hydrant is located to the front of the school in the green field area.

### ***Evacuation:***

- Emergency exits are clearly marked.
- Evacuation drill will take place once every term. One of these drills will occur during a lunch break-time.
- Staff to be familiar with procedure including the location of the assembly area. This is located in the school yard, near the entrance gate to the school.
- Principal to inform Top Security Ltd. that fire drill will take place

### **In the event of a fire:**

- Raise the alarm
- Evacuate the building
- Call the fire brigade
- Tackle the fire if safe to do so

### **Emergency Numbers: 999 or 112**

**\* See Appendix 1 of this Safety Statement for Evacuation Procedures**  
**Gas leak:**

If a person smells gas in the school:

- Raise the alarm
- Evacuate the building
- Don't switch on / off electrical equipment
- Open doors and windows to allow gas to disperse
- Gas supply cuts off automatically in the event of gas leak. (Meter / gas tap located in the boiler house)
- Call Emergency Service - phone: 1850 205050 or dial 999 or 112  
Do not use phone in the immediate area of the leak.

## 9. First Aid

- First Aid boxes are available in the following areas:

### First Aid Station (Meeting Room)

- Disposable gloves should be used when administering first aid.
- Teaching staff and SNAs have been given a half day training in Basic First Aid in October 2009 and now administer First aid on a rota basis. Further training was given to teaching staff in 2011 and 2014.

### Defibrillator

- There is a defibrillator in the front hall of the school
- Training in the use of the defibrillator was given to staff in 2014.

**Ambulance:            999 or 112**

## 10. Welfare

- Toilet areas are cleaned on a daily basis. All persons are to help to maintain a high standard of hygiene in these areas.
- Staff Room is cleaned on a daily basis. All staff have a duty to maintain this area in a tidy condition.

*Note:* The only approved drinking water is from tap in Staff Room, The Parents Room (Room 5) and the 3 drinking fountains located in the school.

## **11. Reporting of Accidents:**

An Accident Report Form, for the recording of accidents to children (accidents which necessitate informing parents) shall be kept in the Principal's office.

Accidents to staff members shall also be recorded on an Accident Report Form.

The Safety Officer shall ensure that notifiable accidents to employees are reported to the Health and Safety Authority.

## **12. Review of Safety Statement**

This statement is to be reviewed annually. It will be altered, revised and updated as required.

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing.

**Signed: Mr. Brendan Prunty**  
**Chairperson,**  
**Board of Management**

**Implementation Date: 1<sup>st</sup>. June 2008**  
**Most recent review: 9<sup>th</sup> October 2020**



# Appendix 1

## Evacuation Procedures

In the case of an evacuation, immediate response from all members of school staff is required. Unless instructed otherwise by the Fire Marshall (School Principal), the following are the procedures to be followed in the case of an emergency evacuation of the building;

Rooms 1, 2, 5, 6 exit through back door and proceed to assembly area (basketball court).

Rooms 9, 10, 10A, 13A (Language Support Room), 13 (computer room), 14 (library) use back stairs, exit through back door and proceed to assembly area.

Rooms 3, 4, 7, 8 exit through front door and proceed to assembly area.

Rooms 11, 11A, 12, 15, 16 use front stairs, exit through front door and proceed to assembly area.

Those using the PE Hall at the time of an evacuation will use the back stairs, exit through back door and proceed to the assembly area.

On instruction from the teacher, children exit, walking quickly and quietly. Do not take any belongings with you. When evacuating the building, usual daily procedures such as changing shoes, stopping at top or bottom of stairs are not to be followed. The teacher is the last person to leave the classroom and will close the classroom door. He / she will take the Roll Book to ensure each child in his / her class is accounted for in the assembly area outside the building. The teacher will check the toilets used by his / her class.

Pupils attending Learning Support classes at the time of an evacuation will be escorted to the assembly area by the Learning Support Teacher.

In the case of an evacuation during lunch-break when children are already outside the building, teachers on yard supervision will instruct the children to proceed to the assembly area. At the same time, all other teachers will exit the building, proceed to assembly area and check that all his/ her pupils are accounted for. It is not expected that teachers will have Roll Books with them in this instance.

If there is cause for a lunch-break evacuation when children are indoors, each teacher will return to his / her classroom, immediately when the alarm is raised, and follow the emergency procedures detailed above.

**In an evacuation, the main concern is to get everybody out of the building as quickly as possible.**

## **Appendix 2 Contact Numbers**

**School Principal & Fire Marshall: Aoife McNicholas 01 8477193 (school)**

**School Caretaker: Martin Whelan 085 1529386**

**Smart Control Systems 01 4087077**

**Service of Alarm/Fire Extinguishers  
Alert Line Security Monitoring Station 1890 22 44 22**

**P.J. Duffy & Sons Ltd: 01 4753081  
(Gas boiler installation)**

**John Crawley: 087 2554823  
(service of boiler / burner / gas detection system)**

**Corrigan Pumps Ltd: (Zena/Lynn) 01 6234211  
(Heating Pressurisation Unit)**

**Bord Gáis 24-hour Emergency Service: 1850 20 5050  
Emergency Gas Leak or 999/112**

**ESB Emergency Service 1850 372 999**

**E. C. Office Supplies 087 2267136  
Service of photocopier**

**Fire Brigade: 999 or 112**

**Santry Garda Station: 01 666 4115  
John Durr (Community Garda) 083 4260234**

**Beaumont Hospital: 01 8093000**

**Children's University Hospital,  
Temple Street: 01 8784200**

**Fusion Glass Repairs 01 4449747  
Cliff Clancy 0862521803  
Plumber Willie 0862212697**