

Health & Safety Statement

The Board of Management of St. Nicholas' National School, Adare, Co. Limerick acknowledges the importance of the legislation enacted in the Safety, health and Welfare at Work Act, 1989.

The Safety Statement sets out the Safety Policy of the school and the means to achieve that policy. The Board's objective is to endeavour to provide a safe and healthy work environment for all school employees and pupils and to meet our duties to members of the public with whom we come in contact.

The policy requires the co-operation of all employees. It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

A safety audit shall be undertaken annually and reported to staff. All records of accidents and ill-health shall be monitored to ensure safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents or ill-health. The school's Code of Discipline and Behaviour will provide for a level of behaviour to minimise personal risk or stress to anyone.

When an employee or student feels at risk or threatened by a particular person on school property, this matter must be brought to the attention of the Board of Management. The Board will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees and pupils.

The Board of Management recognises its statutory obligations under legislation extend not only to employees and students but also to the public and any persons legitimately conducting school business.

General

Nominations to the Board of Management

When the patron is making nominations to the Board and when parents are electing their representatives to the Board, they are requested to bear the Safety, Health and Welfare at Work Act in mind.

Access to School

So far as it is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves before gaining admittance to the school.

Anyone wishing to enter the main school building must use the front door intercom system and identify himself/herself to the school secretary or principal teacher.

After school hours, permission for the use of school premises must be received from the chairperson or principal teacher. Anyone or any group using the school premises must agree to comply with the provisions of the school's Safety Statement.

Contractors

Any contractor must make direct contact with the principal teacher before initiating any work on the premises. They will be asked to produce a copy of their Safety Statement. Before initiating any work on the premises they will be shown a copy of the school's safety Statement and will agree to its provisions.

While work is in progress, any noise shall be avoided whenever possible during school hours and at all times be reduced to the minimum necessary. The contractor and staff shall not create any hazard, temporary or permanent, without informing the principal teacher or nominated agent and shall mark such hazards with warning signs or other suitable protection.

Where work takes place, which constitutes any threat to health and safety, the school will be closed or the work takes place outside school hours.

Pupils with Special Needs

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided and arrangements made for the lifting of the child.

Arrangements will be made to ensure the protection of both staff and pupils from violent and disruptive pupils.

Internet Access and Photography Policies

The school has both an internet usage and photography policy. These policies exist for the protection of the children in our school. Copies of these policies with the relevant forms will be given to all parents upon enrolment.

The Board of Management wishes to ensure that as far as is reasonable 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 the premises.

Plant and machinery may be operated in so far as is possible. Equipment will be checked regularly.

Work systems shall be planned, organised, performed and maintained so far as to be safe and without risk to health.

Staff shall be instructed and supervised so far as is reasonably possible to ensure a healthy and safe environment at work.

Plans for emergencies shall be compiled and revised as necessary.

School staff will be enlightened about proper lifting techniques and measures to deal with disruptive pupils. If a child who needs to be lifted is enrolled in the school, suitable support services will be supplied.

Protective clothing, if necessary, will be provided for employees to protect their health and well being.

Any articles or substances, which could be hazardous, will be monitored, evaluated and if necessary eliminated from the work place.

Support systems and assistance arrangements will be provided for the welfare of all employees, seeking where necessary, the expertise of a qualified person to ensure safety and health at work for all employees.

This statement will be revised by the Board of Management when necessary, and shall be discussed on an annual basis.

Arrangements will be made periodically to discuss matters of health and safety with employees.

A safety representative will be selected from the staff to help monitor the implementation of health and safety issues.

Consultation and Information

It is the policy of the Board:

To consult with the staff in the preparation and completion of the Safety Statements and of hazard Control Forms.

To give a copy of the Safety Statement to all present and future staff.

That any additional instructions regarding Health, Safety and Welfare at Work not contained in the document will be conveyed to the staff as it becomes available.

That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

A detailed copy of the school's Health and Safety Statement is available in school.

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 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 any other person to comply with any of the relevant statutory provisions.

To use in such a manner as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or anything provided for securing his/her health or welfare at work.

To report to the Board of Management, without reasonable delay, any defects in plant, equipment, and place of work or system of work, which might endanger safety, health or welfare.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Work practices should be performed in the safest manner possible.