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### St. Laserian’s School

**Dublin Road, Carlow R93 N704, Ireland.**

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**HEALTH AND SAFETY STATEMENT**

**Review January 2017**

**1.INTRODUCTION**

This document has been prepared in compliance with Section 39 of the Safety in Industry Act1980 and Safety, Health and Welfare at Work Act 1989.

**2.BOARD OF MANAGEMENT PHILOSOPHY**

The Board of Management 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 every employee, pupil and guest alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining 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.

**3.SAFETY ORGANISATION**

Safety is a line management responsibility. Staff are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents.

**4.SAFETY OFFICER**

The Principal (Sonia Gibbons) shall be responsible for overseeing the safety provisions on behalf of the school and a named member of staff is the Safety Representative elected under the provision of the Safety, Health and Welfare at Work Act 1989. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

Their main duties and responsibilities are as follows:-

(a) To guide and advise on all health, safety and welfare matters.

(b) To ensure that the school fulfils all statutory requirements in respect of the Factories Act 1955, Safety in Industry Act 1980 and the Safety, Health and Welfare at Work Act 1989.

(c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.

(d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.

(e) To ensure that adequate fire protection and prevention measures are provided.

(f) The safety officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

**5.HAZARDS**

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

1. Main fuse board.

2. Power distribution board.

3. Boiler house.

4. Kitchen.

5. Woodwork room.

6. Photocopiers.

7. Gym.

8. Paper cutters

9. VDU’s.

10. Trailing leads - slips, trips and falls.

11. Cookery room.

12. Grass cutting equipment and materials.

13. Cleaning equipment and materials.

14. Medical cabinet.

15. Playground equipment.

To minimise these dangers the following safety/protective measures must be adhered to:-

(a) Access to and operation of equipment will be under the direction of members of staff.

(b) In addition all such equipment is to be used in strict accordance with the manufacturer’s instructions and recommendations.

(c) Where applicable members of staff have been instructed in the correct use of machinery and equipment.

(d) All machinery and electrical equipment are fitted with adequate safeguards.

(e) Precautionary notices, in respect of safety matters are displayed at relevant points.

6.**SAFETY TRAINING**

All employees will be

(a) Instructed in lifting and handling methods.

(b) Advised of the protective clothing and safety equipment available and the areas where they must be worn.

(c) Advised of the nature and location of fire equipment and how it is safely operated.

(d) Notified of any changes in safety procedures.

**7. ELECTRICAL APPLIANCES**

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person i.e. maintenance person, the supplier or his agent.

Before using any appliance the user should check that:-

(a) All safety guards which are a normal part of the appliance are fitted and in working order.

(b) Power supply cables/leads are intact and free of cuts or abrasions.

**8.CHEMICALS, SOLVENTS, DETERGENTS ETC**.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials

and precautions to be taken in the event of spillage, splashes etc.

**9.WELFARE**

To ensure the continued welfare of employees, toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas.

Members of staff are reminded that:-

(a) If any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be in danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.

(b) Illicit drugs and alcohol. Staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.

**10. FIRST AID**

At least twice per year, or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Evacuation procedure: Appendix 1.

**14 SMOKING**

Smoking is not permitted in the buildings or anywhere on the premises.

**15 DUTIES OF EMPLOYEES**

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989.

It shall be the duty of every employee while at work

(a) 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.

(b) 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.

(c) To use in such manner and so as to provide the protection intended, and suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her safety, health or welfare while at work and

(d) To report to his/her immediate supervisor without unreasonable delay any defects in equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.

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

**16 ACCIDENT/ INCIDENT REPORTING**

All incidents, no matter how trivial, and whether to employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident report Book will be maintained for recording all incidents.

**17 GENERAL SAFETY**

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:-

(I) observing the general rules of safety.

(ii) using all machinery and equipment in a safe and proper manner.

(iii) employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.

(iv) keeping work areas clean and tidy at all times.

(v) making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.

(vi) taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

**18. CONCLUDING COMMENT**

This Safety Statement has been prepared based on conditions existing in the premises of school at the time of writing. It may be reviewed regularly so as to comply with any changes in conditions.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman, Board of Management.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal.

DATE: January 2017

Safety Officer in conjunction with the Principal: Larry O’Reilly: (School Caretaker)

**Appendix 1**

**Fire Evacuation Procedure**

Many members of Staff are qualified in First Aid. In addition there are comprehensive First Aid Boxes available in the Medical Room, Cookery Room, Prefab and school Buses to deal with any minor injuries.

11 FIRE PROTECTION

(a) Fire extinguishers (and hose reels) are provided and correctly sited to meet statutory and insurance requirements.

(b) All fire fighting equipment is annually tested and serviced by specialised

contractors. In accordance with the recommendation of the appropriate

Irish Standard for fire equipment 20% of extinguishers will be discharged

each year and relevant employees trained in the safe use of the equipment.

(c) All fire exits and emergency paths of egress are marked using the standard symbols.

(d) Fire exits and alarms are serviced annually.

**12 FIRE PREVENTION**

(a) Fire safety inspections and analysis of potential fire hazards are carried out regularly.

(b) Liaison with relevant authorities takes place as is necessary.

**13 EVACUATION**

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place on a regular basis.