

## Health and Safety Statement

### Introduction

The purpose of the Safety, Health and Welfare at Work Act 2005 (SHAWAW 2005), is to ensure the safety, health and welfare of all employees in the workplace and to ensure that non-employees present in the workplace are safe.

The Act applies to employees in all types of work and embraces all the activities of **Killeen National School**.

Section 20 of the Act requires the school to prepare a written safety statement specifying the manner in which the safety, health and welfare at work of staff & children is to be secured and managed.

This safety statement will be updated as necessary in light of new legislation, staff feedback, alterations, structural changes and practical experience.

This Health and Safety Statement is available (on the school website) to all employees, parents of students and contractors.

**Every employee must make himself/herself familiar with the school Health & Safety Statement.**

### Statement of Safety, Health & Welfare at Work Policy

It is the policy of **Killeen National School**, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all employees and further to ensure that persons not in the schools employment, who may be affected by the work activities are not exposed to risks to their safety and health. The school will provide the necessary resources, structures and procedures required to safeguard employees, pupils and visitors to the school.

In particular **Killeen National School** and the Board of Management recognises its express responsibilities under Section 8 of the Act.

**The employer's duties as set out in Section 8 of the Act are as follows:**

- (1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.*
- (2) Without prejudice to the generality of subsection (1), the employer's duty extends, in particular, to the following:*
  - (a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;*
  - (b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;*
  - (c) as regards the place of work concerned, ensuring, so far as is reasonably practicable—*
    - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,*
    - (ii) the design, provision and maintenance of safe means of access to and egress from it,*
    - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;*

*(d) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;*

*(e) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;*

*(f) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;*

*(g) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances;*

*(h) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;*

*(i) reporting accidents and dangerous occurrences, as may be prescribed, to the Health and Safety Authority or to a person prescribed under section 33, as appropriate, and*

*(j) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.*

**It is the strict duty of all employees to conform to the school safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate their duties if they will be absent for a prolonged period of time.**

#### **Health and Safety Management Structure and Responsibilities:**

**The Principal, Deputy Principal, Health & Safety Rep. and Fire Warden are responsible for ensuring, in so far as is reasonably practicable:**

- 1) the health and safety of persons working, studying or visiting their school;
- 2) to ensure that the safety statement is reviewed if there is any change to the school environment
- 3) to ensure that all hazards are identified and risks controlled;
- 4) to ensure that regular safety inspections/audits are carried out to monitor compliance with the safety Statement and legal requirements and to ensure appropriate follow-up action is taken;
- 5) to investigate all accidents to pupils and to complete the yard incident book.
- 6) to ensure that the Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available;
- 7) to ensure that staff are appropriately trained to carry out their duties safely;
- 8) to ensure the attendance of staff at designated training courses as appropriate.

## Employees' Responsibilities

Section 13 of the Act sets out the general duties of employees, as follows:

*(1) An employee shall, while at work*

*a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,*

*b) ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,*

*c) if reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,*

*d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,*

*e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,*

*f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,*

*g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment,*

*h) report to his or her employer or to any other appropriate person, as soon as practicable-*

*i.) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,*

*ii.) any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or*

*iii.) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,*

*of which (s)he is aware.*

*(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)*

### **Fire Fighting:**

The building is fitted with fire detection system, alarms and smoke detectors; Portable fire extinguishers are located in every classroom and at the main entrance;

Staff members have been trained in the use of the various types of firefighting equipment and the evacuation procedure;

Fire and evacuation drills will be held at least once every term; All escape routes and exits must be kept clear of any obstruction.

### **First Aid and Injury / Illness Management:**

The school recognises its responsibility for the provision of occupational First Aid training complying with the requirements of the Safety, Health & Welfare at Work (General Application) Regulations, 2007;

The First Aid station is located at the main entrance.

Medication can be administered with permission from child's parents e.g. Zirtek and EpiPens

In the event of a head injury, parents are contacted immediately and further assistance is sought if necessary.

Accidents should be reported to the appropriate class teacher and logged into the yard incident book.

### **Injury / Incident Recording & Investigation**

The primary aim of accident reporting is to identify the causes and prevent the recurrence of such events. The notification of the following accidents or dangerous occurrences to the Health and Safety Authority (HSA) **is also a legal requirement:**

*(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work;*

*(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)*

*(c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.*

*(d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.*

### **Break Times:**

Yard duty will be supervised on a rotational basis with one teacher on patrol for the duration of breaks.

A rota will be posted on the notice board in the staff room.

### **Moving Vehicles:**

There is ample space for parking outside the school grounds. This includes an allocated disabled parking space and a bus set-down area. These are marked clearly.

Cycling is not permitted within the confines of the school grounds.

### **Persons with responsibilities for Health & Safety:**

Principal ----- Mrs. Bríd Grady

Acting Deputy Principal----- Ms. Laura Kilcoyne

Health & Safety Officer ----- Ms. Bríd Grady (Board of Management)

Health & Safety Rep. ----- Ms. Laura Kilcoyne (Staff)

Lead Worker Representative (COVID-19) ----- Ms. Laura Kilcoyne (Staff)

Deputy Lead Worker Representative (COVID-19) ----- Ms. Ann Morrison (Special Needs Assistant)

Fire Wardens ----- Ms. Laura Kilcoyne  
Ms. Ann Morrison (Special Needs Assistant)

First-Aiders ----- All staff trained as first aiders (August 2017)

### **Declaration**

I have read and fully understand the content of this Safety Statement and the appendices applicable to my role in the school.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

### **Persons with responsibilities for Health & Safety:**

Principal ----- Mrs. Bríd Grady

Acting Deputy Principal----- Ms. Laura Kilcoyne

Health & Safety Officer ----- Ms. Bríd Grady (Board of Management)

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First-Aiders ----- All staff trained as first aiders (August 2017)

Signed: \_\_\_\_\_ Chairperson (B.o.M.)

Date: \_\_\_\_\_

### **Appendices**

#### **Risk Assessments**

- 1) The Premises**
- 2) Administering Medication**
- 3) Lone Working**
- 4) Caretaking Duties**
- 5) Electrical**
- 6) General Storage**
- 7) Snow & Ice**
- 8) Working at Height**
- 9) Office Use**
- 10) Cleaning**
- 11) Vehicles On School Site**
- 12) Play Areas & Lunch and Breaktime Supervision**
- 13) Contractors on Site**
- 14) First Aid**

**15) Fire Procedure**

**16) COVID – 19 Policy Statement & Risk Assessment**