

# Safety Statement

## Ovens N.S.

Ovens National School,  
Ovens,  
Co. Cork  
P31 EP63  
Roll number: 17251T



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*Safety, Health and Welfare at work Act 2005*  
*Part II – Sections 12 & 13*

### **Section 12 (2): The objectives of the school as a unique place of "work" both as an institution and as a community.**

The B.O.M. of Ovens N.S., Ovens, Co. Cork, charged with the direct government of the school has prepared this Safety Statement in accordance with the requirements of the Safety, Health and Welfare Act 2005, Section 12, sub-sections 1 to 8. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school by the parents of the pupils.

Safety, health and welfare within the school is, and has always been, a most sacred duty incumbent on all members of the school community and one which calls for constant vigilance.

### **Section 12 (4) (b) Naming certain people**

Under Rule 123 (4) and circular 16/73 of the Dept. of Education and Skills, our principal teacher, Andy Concannon, is responsible for the discipline and management of the school generally and of other members of the teaching staff. Included is the organisation of the school and other matters relating to the work of the school. In carrying out these duties, Andy Concannon is required to organise supervision of general behaviour of the pupils during school hours. In particular, he should organise and participate in the effective supervision of the pupils during breaks, lunch periods, assembly and dismissal.

A table of names and times of supervision duties should be on display on the notice board. He will hold regular conferences with staff on matters concerning the general work of the school. Our deputy principal, Mary Brennan, is required to assist the Principal Teacher in the day to day organisation and supervision of the school. In accordance with Section 13 (3) of the Act, the teaching staff in consultation with other employees, may select from time to time a representative who as "safety representative" will conduct consultations with the Principal Teacher, Andy Concannon and for/with the B.O.M. pursuant to this section.

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The Board of Management 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.

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. 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 Ovens N.S. wishes to ensure that as far as it 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 opened safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as 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 complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board regularly.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the selection by the employees of a safety representative.

The Board of Management of Ovens N.S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Ovens N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to :

Duties of employees

It is 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 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.
- (d) To report to the Board of Management 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 thing provided in pursuance or any

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of the relevant statutory provisions or otherwise, for securing safety, health or welfare of 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 Board of Management of Ovens N.S. 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 the policy of the Board of Management of Ovens N.S. that:

- (i) 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.
- (ii) Fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked (responsibility of Board of Management Safety Officer).
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety Officer).
- (v) 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 his or her classroom must ensure it is kept clear. P.E. hall and main door – principal will see they are free of obstruction.
- (vi) Assembly areas are designated outside and the locations specified.
- (vii) Exit signs shall be clearly marked.
- (viii) 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. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (ix) Principal shall be responsible for fire drills and evacuation procedures.
- (x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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

1. Wet corridors
2. Trailing leads
3. Computers
4. Guillotine
5. Visualisers
6. Fuse board
7. Electric kettles
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. Flat roof of prefabs
12. External store to be kept locked
13. Lawnmower
14. Icy surfaces on a cold day
15. Mats in halls
16. Windows opening out
17. IWBs
18. Bags, boxes etc.. on classroom floors
19. Hurleys, gear bags or any other obstacles in classroom
20. Water in wet areas
21. Use of scissors, rulers, compasses etc..
22. Moveable furniture
23. P.E. lessons
24. Break times – adequate supervision needed at all times
25. Gates/wall at front of school
26. Children wandering outside school boundaries

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the school's Safety Statement and shall adhere to its provisions.
- (b) In addition, all machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of 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.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles, where possible, by pupils. Remove broken glass immediately on discovery.

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- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine should be in place for inspection of furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative are responsible. Check that wooden beams, benches etc.. are free from splinters and generally sound (dep. principal).
- (l) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (m) Check that there are no uneven/broken/cracked surfaces on the yard (Safety Officer)
- (n) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained (Safety Officer).
- (o) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (p) Check that outside lighting works and is sufficient (Board of Management).
- (q) Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal, Board of Management and Safety Officer.

### **Important Numbers**

Dr. Denis Twomey, Ballincollig	4870808
Cork University Hospital, Wilton	4546400
Fire Brigade, Ballincollig	4873099 or 999 or 112
Ballincollig Gardai	4871222 or 999 or 112
Crookstown Gardai	7336002 or 999 or 112

### **Constant Hazards**

Machinery, kitchen equipment, electrical appliances.

It is the policy of the Board of Management of Ovens N.S. 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.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis by a competent person e.g. maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order

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- Power supply cables/leads are intact and free of cuts or abrasions
- Leads are unplugged when not in use
- Suitable undamaged fused plug tops are used and fitted with the correct fuse
- Official guidelines issued by the health and safety authority are followed.

### **Chemicals**

It is the policy of the Board of Management of Ovens N.S. 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 secured area with protection provided to be used when handling them (secretary/cleaner/principal, where appropriate).

### **Drugs and Medication**

It is the policy of the Board of Management of Ovens N.S. that all drugs, medications, etc be kept in a secure location and used only by trained and authorised personnel.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas 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 must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school 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.
- (b) 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 the policy of the Board of Management of Ovens N.S. 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 floors and surfaces being affected by frost in cold weather.. Step edges shall be fitted with clearly marked edges of a non-slip nature, where practical.

### **Smoking**

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It is the policy of the Board of Management of Ovens N.S. that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking

### **Broken glass**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the principal so that it may be immediately removed.

### **Visual Display Units**

It is the policy of the Board of Management of Ovens N.S. 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 the Board of Management of Ovens N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management 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 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.

### **First Aid**

It is the policy of the Board of Management of Ovens N.S. that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- Arrangements for giving first aid
- Location of first aid boxes
- Procedure of calling ambulances et...
- Telephone numbers of local doctor, gardaí, hospital

(2) 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. An Accident Report Book is to be maintained for the recording of all accidents and incidents by the principal and kept in his office.

The principal will see that there will be maintained in the school, properly equipped First Aid Boxes available to staff at all times containing:

- Sticking plaster
- Cotton bandages
- Scissors

Disposable gloves must be used at all times in administering First Aid.

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### Access to School

The principal will see that there will be maintained in the school, properly equipped First Aid Boxes available to staff at all times containing:

- Sticking plaster
- Cotton bandages
- Scissors

Disposable gloves must be used at all times in administering First Aid.

### Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the principal or the secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the 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 his nominated agent and shall mark such hazard with warning signs or other suitable protections.

### Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly in the vicinity of the school.
- (3) Parents are advised to accompany children to and from the school premises.

This statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated so as to comply with any changes of conditions.

This statement was reviewed in: \_\_\_\_\_.

Signature : \_\_\_\_\_

Michael O'Driscoll  
Chairperson Board of Management

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



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### **Identifying the Hazards ---- Assessment of Risks**

The B.O.M., in consultation with teaching staff, has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

1. Activity within the classroom
2. Activity outside of the classroom
3. Restricted areas
4. Hygiene
5. Fire Drill
6. First Aid

Our school opens for business at 9:20am and in accordance with Rule 124 (4) all teachers will be present to exercise the required supervision over their classes by that time.