

St MacDaras's CC



Safety Statement

1. Safety, Health, and Welfare Policy
 - a. Our school has a Safety, Health, and Welfare Policy.
 - b. The Board of Management and DDLETB are committed to ensuring the safety, health and welfare of all staff and non-workers who may be affected by a work activity in the school so far as is reasonably practicable.
 - c. The Board of Management and DDLETB are committed to complying with all relevant statutory requirements that relate to occupational safety, health, and welfare and to managing school activities in line with school policies and procedures.
 - d. The Board of Management and DDLETB are committed to consulting with staff on matters relating to safety, health, and welfare at work.

2. School Profile
 - a. Our school has 868 pupils and 90 staff. We are mindful of the specific safety concerns that may arise with such a large community of people using a building.
 - b. Our school produces a School Development Plan each year.
 - c. We have pupils with Additional Educational Needs in our school.
 - d. Our school building is single-floored, with approximately 50 classrooms including 4 science labs, 4 workshops, 2 kitchens, 2 art rooms, and a sensory room. There is a staffroom with a kitchen. There are 3 sets of toilets for student use and 3 sets of toilets for staff use. There is 1 toilet for disabled persons. There is a PE Hall with a gym and two sets of toilets.
 - e. Regular visitors to the school include parents and guardians, inspectors, and contractors.
 - f. Our school provides Adult Education classes on Monday evenings.

3. Resources to be applied to Safety, Health, and Welfare in the School
 - a. Fully stocked First Aid boxes (11)
 - b. AEDs (2)
 - c. Trained first responders and first aiders on the staff.
 - d. Fire blankets and extinguishers throughout the school building.

4. Roles and Responsibilities for Safety, Health, and Welfare

| Position | Duties |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Board of Management/DDLETB | Overall responsibility |
| Principal/Deputy Principal | Overall responsibility |
| Non-teaching staff/Teaching staff | Responsible for reporting any issues they become aware of and taking appropriate care for their safety and the safety of those in their care. |
| Other school users (pupils, parents, volunteers, visitors) | Responsible for reporting any issues they become aware of and taking appropriate care for their safety. |
| Contractors | Responsible for reporting any issues they become aware of and taking appropriate care for their safety. |
| Safety Representative | Responsible for reporting issues to the Principal, carrying out risk assessments, coordinating fire drills and filling out the Fire Register. |
| Safety Committee | N/A |

5. Risk Assessment

- a. Our school uses the Risk Assessment templates provided by the Health and Safety Authority as recommended by the Dept of Education, DDLETB, and TUI.
- b. Risk assessments in specialist areas are carried out in consultation with specialist teachers.
- c. Concerns are shared in a shared document on our school SharePoint. This is a working document and is updated when concerns arise and when they are resolved.
- d. Actions from Risk Assessments are a work in progress.
- e. Current Risk Assessments are stored in a shared folder on our school SharePoint. All staff are made aware of this.

| Area of Activity | Person Responsible for Risk Assessment |
|-----------------------------------------------------|----------------------------------------|
| General classrooms, corridors, areas of general use | Safety Representative/Principal |
| Science labs | Safety Representative/Head of Dept. |
| Woodwork and Engineering rooms | Safety Representative/Head of Dept. |

| | |
|----------------------|-------------------------------------|
| Home Economics rooms | Safety Representative/Head of Dept. |
| PE Hall and Gym | Safety Representative/Head of Dept. |

6. Emergency Procedures

- a. Detailed in the Critical Incident Policy (Appendix 1).

7. Fire Safety

- a. The Health and Safety Officer in conjunction with the principal are responsible for the organisation and the conducting of fire drills. The head caretaker is responsible for setting off the alarm and notifying the security company and fire department.
- b. Our school conducts at least 3 emergency evacuation drills per academic year; one is known in advance by staff and students, one is known in advance by staff, and one is unannounced.
- c. People with disabilities and additional needs are evacuated with their SNAs.
- d. The Fire Assembly Points are on a large tarmac area about 20m from the school. Each classroom has a designated assembly area. There is a designated assembly area for non-teaching staff.
- e. Emergency lighting system is in place along all corridors and in classrooms.
- f. The Health and Safety Officer, in conjunction with the Principal, is responsible for maintaining a record of fire drills undertaken, outcomes reviewed, and actions taken as a result.
- g. Evacuation procedures are communicated to staff at staff meetings and in a document distributed via email.
- h. Evacuation procedures are communicated to students by means of a PowerPoint presentation given to each tutor group by their tutor.
- i. Emergency exits are communicated to visitors upon arrival.
- j. The Secretary and Health and Safety Officer keep a record of all staff training in fire safety.
- k. Firefighting equipment is tested and maintained once a year by a specialist company.
- l. A number of staff are trained in the use of firefighting equipment.
- m. Procedures for checking the school's electrical systems?
- n. The Fire Register is kept in the Principal's office and contains records of fire drills and the maintenance, inspection and testing of fire safety and emergency equipment.
- o. Our map with locations of directional fire signs, emergency exits, and locations of fire-fighting equipment is currently being updated.

8. First Aid

- a. First-aid boxes and supplies are located in Reception, A1, B2, C1, G1, H1, PE Hall, K2, K3, L1, L2, L3, L4, M3, M1, P1, P2 and P3.
- b. First aid supplies are procured from the approved supplier of the DDLETB.
- c. The Health and Safety Officer is responsible for the maintenance of the first aid kits.

- d. There are a large number of trained first aiders on the staff.

9. Accidents and Dangerous Occurrences

- a. The school has an Accident Report Form filled out in the event of an accident.

10. Instruction, Training and Supervision

- a. All communication regarding health and safety matters is done via email and at staff meetings.
- b. New staff are informed of safety procedures as part of their induction.
- c. First aid training and fire extinguisher training is carried out by external professionals.
- d. If a risk assessment shows that training is necessary, it will be provided as soon as possible.
- e. The Secretary and Health and Safety Officer retain records of all training undertaken by staff.

11. Communication and Consultation

- a. Staff are invited to provide feedback at various intervals throughout the year. Staff also communicate their concerns to the Health and Safety Officer, who takes the concerns to the Principal.
- b. The Health and Safety Officer facilitates the input and feedback of staff regarding improvements in the way safety, health and welfare is managed.
- c. The Health and Safety Officer and the Principal are responsible for communicating information on safety, health, and welfare to all school community members.

12. Monitoring, Review and Update

- a. Health and Safety targets are set by the Health and Safety Officer each year in the Post of Responsibility Report and are agreed upon with the Principal.
- b. Health, Safety and Welfare matters are discussed at each Board of Management meeting.
- c. Fire drill procedures and evacuation routes are reviewed at least 3 times each academic year.
- d. Potentially dangerous equipment is inspected by specialist teachers each time it is used.
- e. New risk assessments are conducted as necessary (for example, when new equipment is procured).
- f. Whole-system monitoring and reviewing is a work in progress.

Appendix 1

[Critical Incident Policy](#)

This policy was adopted by the Board of Management on 30/5/2023

Signed: Pamela Keen
(Chairperson of Board of Management)

Signed: Derek Ward
(Principal)

Date: 30/5/2023

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