

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Our Lady of Lourdes N.S.

The members of the Board of Management of Our Lady of Lourdes N.S. are

Chairperson: Fr John Walsh

Secretary: Mandy Rickard

Treasurer: William Priestly

Other Board members: Sheila Gallagher
Samantha O'Donoghue
Ann Frehill
Efosa Igbinedion
Leanne Purcell Kennedy

The Board of Management will ensure that, in so far as is practicable, highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable

- a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.

- b) The design, provision and maintenance of safe means of access to and egress from places of work.
- c) The provisions of systems of work that are planned, organized, performed and maintained so as to be safe and without risk to health.
- d) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of it's employees.
- e) The preparation and revision as necessary of adequate plans to be followed in emergencies. E.g. fire drill, injuries etc.
- f) The safety and prevention of risk to health at work in connection with use of any article or substance.
- g) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- h) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of it's employees.
- i) The continuing updating of the Safety Statement.
- j) The provision of arrangements for consultation with employees on matters of health and safety.

- k) The provision of arrangements for the selection from amongst it's employees of a representative.

The Board of Management of Our Lady of Lourdes N.S. recognizes that it's statutory obligations under legislation extends to employees, students, any persons legitimately conducting school business and the public.

The Board of Management of Our Lady of Lourdes N.S. will ensure that the provisions of the Safety, Health and Welfare at Work Act, 1989 are adhered to.

A Safety committee may be established to monitor the implementation of the Safety and Health Policies of Our Lady of Lourdes School and the requirement under the Safety, Health and Welfare at Work Act, 1989.

Duties of Employees

It is the duty of every employee while at work

- a) To take reasonable care for his/her safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
- b) To cooperate 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 anything provided (whether for his/her use alone or for use by him/her in common with

others) for securing his/her safety, health or welfare while at work.

- d) To report to the Board of Management of Our Lady of Lourdes N.S. without any reasonable delay, any defects in plant, equipment, place of 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, equipment or any thing 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.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of Our Lady of Lourdes N.S.

- To consult with staff in the preparation of the Health and Safety Statement and of Hazard control forms.
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document, will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

Some hazards can be rectified, but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimized will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them.

The Board of Management of Our Lady of Lourdes N.S., in consultation with the employees, will review and make recommendations on the elimination of hazards.

Specific Hazards

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that :

- There is an adequate supply of fire extinguishers which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Evacuation drills take place at least twice a year.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Fire alarms are clearly marked.
- All electrical equipment be unplugged or turned off outside school hours and when school is vacated for lengthy periods.
- An assembly area is designated in three specific, clearly marked areas.
- Exit signs are clearly marked.

- Bottled gas is switched off by the instructor when class is over.
- There will be a named person on staff responsible for fire drills and evacuation procedures.
- The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.

Other Hazards

- Condensation on floors and stairs during damp weather
- Steps to Parent's Room
- Bars in sheds and perimeter fence
- School Playground
- Assembly/PE Hall

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

Chemicals

It is the policy of Our Lady of Lourdes School that all chemicals, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use, and protection provided for use when handling them.

Polished Floors

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that only parquet floors will be polished. Washing of floors is conducted after school hours to ensure, as far as is practicable, elimination of the danger of slipping. Warning signs regarding wet floors will be used.

Code of Discipline

The code of discipline in the school provides for a level of behaviour to minimize personal risk or stress to any person within the school.

Parents are regularly reminded and informed of any change in our Bullying and Discipline Policies.

Access to Employee is by consent

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

First Aid

Remedies and equipment are made available for First Aid function. There will be an adequate supply of first aid boxes available to staff which will contain :

- Plasters
- Wasp Eze
- Tape
- Antiseptic/disinfectant
- Cotton bandage
- Burn Eze
- Scissors
- Antiseptic wipes

Disposable gloves are used when administering first aid. Hot water and soap will be available and should be used before and after administering first aid.

Miscellaneous

When the patron is making nominations to the Board of Management of Our Lady of Lourdes N.S., and when parents are electing representatives to the board, they are requested to bear the Health and Safety Act in mind and, where possible, ensure that the board should contain at least one member with skills in this area.

All flammable, toxic and corrosive substances must be kept in the locked store room provided. All of the above substances must be clearly and accurately labeled at all times.