

Thomond Primary School Safety Statement

Introduction

This policy was formulated in 2020. It applies to all staff and children during school hours, break times, and on all school related activities. This document has been prepared in compliance with the Safety Health and Welfare Act 2005 and is to be read together with Thomond Primary School policies and procedures.

1. 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 as far as is reasonably practicable, the Safety, Health and welfare at work of every employee, pupil and guest alike.

2. Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

3. SAFETY OFFICER

Sinéad Toomey, or the next most senior member of the leadership team, shall be responsible for overseeing the safety provisions on behalf of the school. The safety officer should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. The main duties and responsibilities are as follows:

- To guide and advise on health, safety and welfare matters.
- To ensure that the School fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005
- To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- 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.
- To ensure that adequate fire protection and prevention measures are provided.

4. 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 Room
2. Power Distribution Board
3. Boiler House
4. Kitchen/Canteen/Hot Water

5. Glass
6. Photocopiers
7. Sports Equipment
8. Paper Shredders and Guillotines
9. Cleaning Products
10. Trailing Leads
10. Bins
11. Steps
12. Windows

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

- Access to and operation of plant/equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring items of plant in the course of their normal duties.
- In addition, all such plant and machinery are to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable members of staff have been instructed in the correct use of plant machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.

5. SAFETY TRAINING

All relevant employees will be:

- Instructed in lifting and handling methods.
- Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- Advised of the nature and location of fire equipment and how it is safely operated.
- Notified of any changes in safety procedures.

6.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

- All safety guards, which are a normal part of the appliance, are fitted and in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

7. CHEMICALS, SOLVENTS, DETERGENTS, COPIER TONER, ETC.

Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes etc.

8. WELFARE

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

9. FIRST AID

The Safety Officer is the person in charge of first aid. There is/are first aid box(es) available across the school to deal with minor injuries. Staff regularly upskill in the area of first aid/first response.

10. FIRE PROTECTION

- Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- All firefighting equipment is regularly tested and serviced by specified contractors. Relevant employees trained in the safe use of the equipment.
- All fire exits, and emergency paths of egress are marked using the standard symbols.

11. FIRE PREVENTION

- Fire safety inspections and analysis of potential fire hazards are regularly carried out.
- Liaison with relevant authorities takes place as is necessary.

12. EVACUATION

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place at once per term 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. There are evacuation drill zone signs on display around the school.

13. SMOKING

Smoking is prohibited in all areas of the school.

14. DUTIES OF EMPLOYEES

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in the Safety, Health and Welfare at Work Act 2005.

It shall be the duty of every employee while at work:

- 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.
- to co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
- to use in such manner and to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing 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 of which he/she becomes aware.

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

15. ACCIDENT/INCIDENT RECORDING

All incidents, whether to employees, pupils or members of the public must be reported to the principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. In the case of more serious incidences, parents/guardians should be contacted and an incident report should be recorded on the Aladdin Schools website.

16. GENERAL SAFETY

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

- Observing the general rules of safety.
- Using all plant, machinery and equipment in a safe and proper manner.
- 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.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- 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.

17. CONCLUDING COMMENT

This safety 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 at a future date to comply with any changes in conditions.

This policy was proposed and ratified by the Board of Management on **10th February 2020.**

Signature of Chairperson; _____ Date; _____

Appendix 1

School Closure in line with DES & HSE Guidance due to COVID 19 Pandemic.

HSE/DES advised that School and college buildings are open for access by teachers for organisation and distribution of remote learning from Monday 18th May 2020

The following are the Health & Safety procedures when accessing the school building and procedures will be updated as necessary.

1. There will be hand sanitiser outside and inside the **front door**. Please use it before & after entering the building. Please use your key fob (if you have one)
2. You will find wipes / an anti-bacterial spray and roll of blue paper at each of the **photocopiers**. Please wipe before and after use
3. If you wish to use the **kettle / fridge** in the staffroom, please wipe them using wipes / the anti-bacterial spray before and after use.
4. If using the **staff room**, please bring your own tableware, cutlery, tea/coffee etc.... And wipe down areas after use.
5. There will be hand sanitiser outside each **staff toilet**. Please use this before entry.
6. **The classroom doors** will be left open, so you do not have to touch them. Principal will close them all at the end of the day and wipe them with an anti-bacterial wipe
7. The **Siopa** door and **Rena's office** door will be left open so

you won't need to touch them. Again, Principal will close them at the end of the day and wipe them with an anti-bacterial wipe
8. Please avoid touching doors or items in common areas where possible
9. Maintain social distance with your colleagues
10. Please wash your hands regularly
11. Please inform Sinéad (Principal) in person or by text when you enter and exit the building. An electronic record will be kept as a sign-in instead of log book & pen.

*** any persons who are in a higher risk demographic should not be entering the premises

*** any staff member who feels unwell or develops symptoms should not enter the school, the staff member should self-isolate and phone their GP and follow HSE guidelines

Appendix 2

School Re-opening in line with DES & HSE Guidance due to COVID 19 Pandemic.

HSE/DES advised that School and college buildings are to reopen in August 2020 after a period of closure due to COVID 19 Pandemic.

It is not possible to eliminate the risk of infection. However, with the co-operation of all members of the school community, it is possible to minimise the risk of the virus being introduced to the school and the consequent risk of its spread.

Detailed information on Thomond Primary School COVID Response are found in COVID Response Plan and Policy statement. Updated Risk assessment to minimise the risk of being exposed to COVID 19 are found in Appendix 2 of the COVID Response Plan.

In line with DES guidance, a Lead Worker Representative, Assistant LWR and Deputy LWR have been appointed to monitor and maintain actions agreed in the COVID response plan.

The following are the Health & Safety procedures when accessing the school building and procedures will be updated as necessary.

- **Buildings/Maintenance:**
Water system flushed at outlets following low usage to prevent Legionnaire's Disease. Following school closure, all equipment in the school checked for signs of deterioration or damage before being used again.
Comprehensive cleaning of the school prior to re-opening.
- **Hand Hygiene:** Information will be displayed around the school on the signs and symptoms of COVID 19 and correct hand washing techniques. There will be hand sanitiser units outside and inside each entry and exit point. All staff and pupils will use sanitizer before & after entering the building. Staff to use key fob. All classrooms, toilets and shared spaces will have a sanitising unit. There will also be sanitizing units at each yard access point and around the school. Regular hand washing will be encouraged throughout the day. Wipes / an anti-bacterial spray and roll of blue paper will be at each of the **photocopiers** to wipe before and after use.
- **Social Distancing:** The school will be adapted to facilitate physical distancing as appropriate, in line with guidance and direction of DES. All children return to school and classes operate within a bubble system. Within each class from 3rd to 6th, the children will be further divided into pods, with every effort made to maintain a distance of 1 metre between pods. Pods will vary in number from 4-6. Teachers will decide on the makeup of these pods. Unfortunately, these pods will remain in place for term 1 and cannot be changed due to the 14-day rule. They will be changed in term 2.
Staff will operate social distancing at all times and three staffrooms have been set up to facilitate this.
- **Cleaning:** Cleaning will be implemented in line with DES advice with arrangements made for more regular and thorough cleaning of areas and surfaces within the school. All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.

- **General Safety Precautions:**

All children and staff to walk on the left on entering the building and follow the signs. School will operate on a one way system and corridors are marked.

All staff to adhere to social distancing in the staffrooms and to bring in their own utensils/cutlery

As per DES guidelines, all staff to wear face coverings, if a 2 metre distance cannot be maintained

- The school is split into 3 zones.

o Zone 1 will be on the lower corridor of the main building & will be constituted of 1 x Junior Infant class, 2 x Snr Inf classes & 1 x First Class. There are approx. 75 pupils in this zone. There will be 3 SET's assigned to the zone. Pupils in this zone will use the 'baby toilets' and 1st class will use the toilets at the start of the 'staff rm corridor'. Staff in Zone 1 will use the main staff room (max of 5 in this room at a time) & the staff toilet opposite the staff room. Rena will use the Zone 1 staff spaces

o Zone 2 will be on the upper corridor of the main building and be constituted of 1 x 2nd class, 1 x 3rd class & 2 x 4th classes. There are approx. 75 pupils in this zone. There will be 3 SET's assigned to the zone. Pupils in this zone will use the upstairs toilets. Staff in Zone 2 will use the HUB as a staff room (max of 5 in this room at a time) & the upstairs staff toilet. Hilary will also be part of Zone 2 supervisions and will use the Zone 2 staff spaces

o Zone 3 will be CAIRDEAS and will be constituted of 2 x 5th classes & 2 x 6th. There are approx. 65 pupils in this zone. There will be 3 SET's assigned to the zone. Pupils in this zone will use the Cairdeas toilets. Staff in Zone 3 will use a staff room space in the Halla (max of 5 in this room at a time) & the staff toilets in Cairdeas.

- The Principal will keep an electronic sign-in system instead of log book & pen.
- The Principal/Secretary will keep a contract tracing log of all visitors to the school.
- Staff and pupils only to access the building. No visitors allowed access to the school unless by appointment.

Dealing with a suspected case of Covid-19

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied to the designated isolation area via the isolation route by the member of staff who deems it necessary for the child to be brought to the isolation space. The child could be in the care of their class teacher or SET at the time. If the class teacher is accompanying the child to the isolation space, supervision of the rest of the class must be put in place using the SET's / SNA's from that zone. If this is not available, Sinéad will be called to supervise. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others always maintain a distance of at least 2 metres from the symptomatic child

- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

Children who should not attend school

If a pupil is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days

- Children who are generally unwell

*** any persons who are in a higher risk demographic should not be entering the premises

*** any staff member/pupil who feels unwell or develops symptoms should not enter the school, the staff member/pupil should self-isolate and phone their GP and follow HSE guidelines