



Sandpit N.S.,
Newhouse, Sandpit
Termonfechin
Co. Louth
041 9822126

Health & Safety Policy

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 and all school users.

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. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. 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 Sandpit N.S. wishes to ensure that as far as 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 the school grounds and school building.
- ◆ 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 on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Sandpit 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 Sandpit N.S. undertakes to ensure that the provisions of the Health and Safety Act 2005 is upheld.

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 of the relevant statutory provisions or other wise, for securing safety, health or welfare or 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.

Consultation and Information

It is the policy of the Board of Management of Sandpit 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. For March 2006 audit, see Appendix 1. For Sept 2010 see appendix 2

Fire

It is the policy of the Board of Management of Sandpit 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) The principal will ensure that 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 her classroom must ensure it is kept clear. P.E. hall and main door - Principal and secretary will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Emergency Assembly Point
 - All children line up in designated class positions in yard at the back of the school
 - All teachers and special needs assistants stay with their individual class
 - All other staff principal, secretary, caretaker and visitors proceed to the Junior Infants line up
- (viii) Exit signs shall be clearly marked.
- (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.

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. Oil tank
3. Trailing leads
4. Computers
5. Paper Cutter
6. Projectors
7. Fuse Board
8. Electric water heater
9. Boiler house
10. Ladders
11. Excess Gravel on school yard
12. Protruding units and fittings
13. Flat and sloped roof of school
14. Lawnmower
15. Paved pathways
16. Icy surfaces on a cold day
17. Mats in hall
18. Windows opening out especially room 8

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

- (a) Check that refuse is removed from building once a week and is carefully stored outside. Caretaker.

Duties	Responsibility
Access to and operation of plant/equipment (e.g. lawnmower) is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties (e.g. The Caretaker). The Principal/Board of Management will send copies of this Safety Statement to all contractors prior to contract. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.	Caretaker The Principal/Board of Management will send copies of this Safety Statement to all contractors prior to contract
In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.	All
Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.	Board of Management
All machinery and electrical equipment are fitted with adequate safeguards	Board of Management
Precautionary notices, in respect of safety matters are displayed at relevant points e.g. slippery floors.	Caretaker
Ladders must be used with another person's assistance.	All
Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery	All
Check that floors are clean, even, non-slip and splinter-proof.	Caretaker
Check that PE equipment is stacked securely and in positioned so as not to cause a hazard.	Mrs Griffin
Check that all PE and other mats are in good condition.	Mrs Griffin
An annual routine for inspecting furniture floors apparatus, equipment and fittings.	Board of Management Safety Officer, Antoinette Butterly and Staff Safety Representative, Mrs Victory
Check that vaulting horses, beams and benches are stable and do not wobble when in use.	Class teacher when in use

Check that there are no uneven/broken/cracked paving slabs.	Caretaker
Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.	Board of Management Safety Officer Antoinette Butterly
Check that manholes are safe.	Caretaker
Check that all play areas, especially sand pits, are kept clean and free from glass before use.	Caretaker
Check that outside lighting works and is sufficient.	Board of Management Safety Officer, Antoinette Butterly
Check that all caretakers' maintenance equipment, external stores etc. are stored securely.	Board of Management Safety Officer, Antoinette Butterly
Check that refuse is removed from building once a week and is carefully stored outside.	Caretaker

In light of Covid 19 extra safety procedures are in place. These are outlined in our Covid 19 Response Plan & our Risk Assessment Document.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of S.N. Muire gan Smál 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 at least annually by a competent person (i.e.) 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
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of S.N. Muire gan Smál 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 locked area, and protection provided to be used when handling them.

- Cleaning chemicals will be locked in the storage room (cleaner).
- Toner will be stored in the office filing cabinet (secretary).

Medicine Cabinet

First Aid Equipment and medicine will be stored safely in a cabinet marked “First Aid” in the resource room. Each staff member will be made aware of its location and contents. Shane Reilly the Safety Representative of the school management team will replenish supplies as the need arises.

Welfare

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

Highly Polished Floors

It is the policy of the Board of Management of Sandpit 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.

Smoking

It is the policy of the Board of Management of Sandpit 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 Sandpit 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 Sandpit 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

(1) Notices are posted in office detailing:

- location of first aid box - resource room
- procedure of calling ambulances
 - dial 999 or 112
 - state your name and give details of medical emergency
 - give clear concise directions to the school (if required)
 - give school telephone number 041 9822126
- telephone numbers of local Doctor, Gardaí, Hospital.
Doctor - Dr. Daly, Clogherhead - 041 9822228
Gardaí - Drogheda Barracks - 041 9838777
Hospital - Lourdes Hospital - 041 9837601

(2) All incidents, whether to staff members, students or members of the public will be recorded in "The Incident Book" which will be kept in the staff room.

The Safety Representative will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex

- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Anapens for children with severe allergies (to prevent anaphylaxis) - supplied by the children's parents
- Defibrillator - to be used by trained individuals only

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

Access To School

Inasmuch 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 and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

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 protection.

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 grounds.
- (3) Only staff cars are permitted on school grounds.
- (4) Oil company to be notified in writing that delivery will not be accepted while the children are in the grounds (i.e. drop off, collection and during break times).

Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of Sandpit N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Mr Ben Lennon

Principal: Mrs Edel Victory

Safety Officer: Ms Antoinette Butterly - Nominee from BOM

Safety Representative: Mr Shane Reilly- Nominee of staff

Sandpit N.S.

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

Appendix No. 1

Health & Safety Survey March 2006

Hazards Identified

- 1) Door 27 - (a) swinging in the wind
(b) bottom lip needs attention (i.e. children tripping)
- 2) Substantial padding needed on the 2 pillars of General Purpose room
- 3) Room 6 - Fire Door 20 - difficulty with opening and closing
- 4) Main corridor - Holy beads hanging from portrait of Pope John Paul need to be relocated
- 5) Basketball posts in school yard need substantial padding

Action Taken

- 1) Door (a) made more secure by caretaker
(b) bottom lip - door 'saddle' to be fitted
- 2) Padding in place
- 3) Fire door freed by caretaker
- 4) Beads relocated to centre of corridor wall
- 5) Padding in place on basketball posts

Appendix 2

Health & Safety Survey August/September 2010

Hazard Identified	Risk Level	Action Planned	Date Completed
Sharp metallic fitting on library window	High	Notify caretaker	Peter made safe the metal fitting 28/09/10
Saddle not fitted to doors with 'lip'	Medium	Employ carpenter	Patrick Carroll fitted saddles 26/11/10
Rooms 3 and 4 have no fire extinguishers	Low	Contact Masterfire	Danny from Masterfire reviewed, adequate provision 14/12/10
Protocols for dealing	Medium	Arrange demonstration	Dr Adian Quinn

with anaphylaxis		from doctor	30/08/10
Protocols for dealing with heart attack	Low	Staff training	Defibrillator Course held in school 10/09/10

Appendix 3

Health & Safety Review by Inschool Management Team prior to commencement of construction of permanent classrooms carried out on 15th Nov.'10

Hazard Identified	Risk Level	Action Planned	Date Completed
Reduced yard space	Medium	Staff park cars in the church car park & vacate the front yard Front yard: VI, V, IV, II Backyard: JI, SI, I, III Supervision: one teacher in each yard	22/11/10
Fire	Low	Updated fire drill once a term	
Site Boundary	Low	Assembly to remind all to keep clear from site boundary	16/11/10
Entry/Exiting the school building	Low	Parents of JI/ SI to be informed by principal & teachers I - VI to be informed in class by principal	16/11/10
Entry/Exiting school grounds	Medium	Assembly to support Parents Council initiative "Bee Safe at Sandpit"	22/11/10

Appendix 4

Health & Safety Survey August/September 2011

Hazard Identified	Risk Level	Action Planned	Date Completed
Rooms 16, 17 have no fire extinguishers	Low	Contact Masterfire	Danny from Masterfire fitted 2 extinguishers 18.10.11
Protocols for dealing with Anaphylaxis	Medium	Arrange for visit from doctor	Dr. Aidan Quinn 29.08.11
Soap dispensers in rooms 16, 17 dripping soap on the floor	High	Ask Peter to move dispensers over the sinks	Peter moved dispensers 15.10.11
Fire	Low	Update for drill - once a term	Frist term fire drill took place on 13.09.11

Appendix 5

Health & Safety Survey June 2012 - Carried out by B Lennon and S Reilly

Hazard Identified	Risk Level	Action Planned	Date Completed
Fire extinguishers located in the corridors of the new building	Low	Inform class teachers where they are located as there are no fire extinguishers in new classrooms	Mr Reilly 22 nd June 2012

Appendix 6

Health & Safety Review by Inschool Management Team prior to commencement of construction of permanent classroom and resource room carried out on 5th Nov 12 and ratified by the BOM on 6th Nov 12

Hazard Identified	Risk Level	Action Planned	Date Completed
Parking Space	Low	Staff park cars in the church car park	05/11/12
Fire	Low	Fire drill once a term	05/11/12
Site Boundary	Low	Assembly to remind all to keep clear from site boundary	05/11/12
Entry/Exiting school building	Low	Parents to be informed of new entry door, notice to be put up outside	05/11/12
Doors to prefab, 2 front doors, fire doors in rooms 1 & 2	High	No Exit sign to be put up on appropriate doors. Remind teachers not to use these. Tie off doors for safety.	14/11/12
Entry/Exiting grounds	Medium	New gates to be used for all. Parents on duty outside in the mornings (no entry from bus over stile)	05/11/12

Appendix 7

Health & Safety Survey Nov 2012 - Carried out by B Lennon and S Reilly

Hazard Identified	Risk Level	Action Planned	Date Completed
Fire Exit Doors in Rooms 1 and 2	High	Put heavy furniture in front of Fire Exit door so the push bar	21/11/12

		cannot be activated accidentally	
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Health & Safety Survey Nov 2013 – Carried out by B Lennon & S Reilly

Hazard identified	Risk Level	Action Planned	Date completed
Staff Room	Medium	New sockets for microwave, kettle etc	Completed 2014
White spirits in classrooms	High	Remove from classrooms	Completed 2013
Disabled entrance required to new classroom	Medium	Ramp	Completed 2014

Health & Safety Audit Nov 2014 – Carried out by B Lennon & S Reilly

Hazard identified	Risk Level	Action Planned	Date completed
Fire Drill Maps	High	Route needs to be highlighted on each map	January 2015
Front light beside Kathleens door not working	Medium	Repair Light	Dec 14
Fire extinguisher for hallway outside Edel & Judi's offices	Medium	Under query	Existing fire extinguishers sufficient Jan 2015
Battery on Defibulator	High	Checked & in order 20.01.15	Monthly checks on battery to be made by Judi/Edel
Hall door stiff outside Mrs Lynch's 4 th Class	Medium	Peter to check it out	Peter checked it & working fine Jan 15
New fire assembly point reviewed	Medium	Review operation	Working well as per fire drill on Oct 14

Health & Safety Audit Oct 2015 – Carried out by B Lennon & S Reilly

Hazard Identified	Risk Level	Action Planned	Date Completed
Staff knowledge on use of fire extinguishers	Medium	Demonstration of Fire Extinguisher	to be carried out during school year 15/16
Location of Fire Extinguishers	Medium	All staff made aware of location of nearest fire extinguishers	To be carried out during school year 15/16

Dampness in Rooms 6 & 7	Medium	Peter to check gutters for blockages etc.	Oct. 2015
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Health & Safety Audit November 2017- Carried out by S McGlew & S Reilly

Hazzard Identified	Risk Level	Action Planned	Date Completed
Leak in hall roof	Medium	Fix	December 2016

Health & Safety Audit September 2017 – Carried out by S McGlew & S Reilly

Hazzard Identified	Risk Level	Action Planned	Date Completed
Fire drill maps missing	High	Maps to be updated and replace	September 2017
Fire door in prefab sticking	High	Peter to fix	November 2017
Battery on defibrillator	High	Checked and in order	September 2017

Health & Safety Audit November 2018 – Carried out by E Victory & S Reilly

Hazzard Identified	Risk Level	Action Planned	Date Completed
Crack in door window door 7	Low	Needs replacing, on list for buider During school holidays	<u>Replaced</u>
High window bar loose room 8	Low	To be fixed by builder during school holidays	<u>Completed</u>
Roof leak ongoing room 3, & in hall	Low	Builder to come again	<u>Completed 05/01/19</u>
Cracks appearing in the walls & on the corridors – room 4	Low	Builder to come again in school holidays	
Mould in sky light & huge crack along the wall room 4	Low	Builder to come again in school holidays	<u>Mould sorted</u>
Red line outside	Medium	Line to be painted	<u>Completed 26/11/18</u>

for T.J		when ground dry	
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Health & Safety Audit September 2019 – Carried out by E Victory & S Reilly

<u>Hazzard Identified</u>	<u>Risk Level</u>	<u>Action Planned</u>	<u>Date Completed</u>
<u>Sound boards on ceiling of GP area loose and coming away</u>	<u>High</u>	<u>Get suppliers to return to replace them</u>	<u>Completed September 19</u>
<u>Gate in ASD yard to be made more secure</u>	<u>High</u>	<u>To be fixed</u>	<u>Fixed Sept 19</u>
<u>Safety gate in main yard not functioning properly</u>	<u>High</u>	<u>To be fixed</u>	<u>Fixed Sept 19</u>

Health & Safety Audit September 2020 – Carried out by E Victory & A Butterly

<u>Hazzard Identified</u>	<u>Risk Level</u>	<u>Action Planned</u>	<u>Date Completed</u>
<u>Yard to be cordoned off into classroom bubbles due to Covid 19</u>	<u>High</u>	<u>Yard cordoned off</u>	<u>August 2020</u>
<u>Junior infants classroom door needs a lock & keypad due to child who is a flight risk</u>	<u>High</u>	<u>Get Lennon Electric to put lock & Keypad on door</u>	<u>Completed September 2020</u>
<u>Flight risk in Learning Support Room</u>	<u>High</u>	<u>Get lock and bolt put on door</u>	<u>Completed September 2020</u>
<u>Wooden pedestrian gate at the side of school unsecure when opened</u>	<u>High</u>	<u>Method of securing lock to the wall to be found</u>	<u>Completed September 2020</u>
<u>Light over fire</u>	<u>High</u>	<u>Fix</u>	<u>Completed</u>

<u>door loose in Prefab</u>			<u>September 2020</u>
<u>Ramp from Junior Infants class to Orchard yard to be completed</u>	<u>High</u>	<u>Builders to return to complete</u>	<u>Completed September 2020</u>
<u>Water lodging following rain, at entrance to yard</u>	<u>Medium</u>	<u>Builder has been contacted to come to rectify</u>	
<u>Uneven ground on the way to the pitch</u>	<u>Medium</u>	<u>Builder to rectify when on site</u>	

Health & Safety Audit carried out 30/04/2024 by Mrs Victory & Sean Begley (BOM)

Loose Wire on Skirting board in hall	Low	Gerry to put a clip in place	Sept 2024
Bulb at Fire Exit 5th class gone	Low	Gerry to replace it	June 2024
Manhole Passing through hall	High	Regular Checks by Caretaker	Ongoing
Shelf closing in fuse box in Front Classroom	Medium	Summer works by Caretaker	To be done
Windowsill leaking from outside into staffroom	Low	Summer works by Caretaker	June 24
Branches on ground up on pitch	Medium	Caretaker to remove them	May 24
Broken slates on old school roof	Medium/High	Roofer to come and rectify	To be done