



## **Killoughteen National Safety Statement**

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### **Safety Statement**

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. A safety audit shall be carried out annually by the Board of Management Safety Officers. 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 Killoughteen National School 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 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.
- ◆ 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.
- ◆ Best practice guidelines and advice from the HSE and DoE will be followed in relation to Covid 19 prevention in Killoughteen NS.

The Board of Management of **Killoughteen NS** 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 **Killoughteen NS** undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

#### **Duties of Employees**



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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, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, 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 (Safety, Health and Welfare at Work Act 2005).

### **Consultation and Information**

It is the policy of the Board of Management of **Killoughteen NS** to consult with staff and to make available 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



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listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

**Following on from a risk assessment by Allianz Insurance on 29<sup>th</sup> November 2023 the following have been implemented into the Safety Statement.**

INTERNAL RISKS	Risk Review Recommendations/Comments
<b>Working at Height:</b>	<p>A procedure for safely hanging items within the school is communicated to all relevant staff. It is very important that this is adhered to by all staff.</p> <p>A suitable 2 or 3 step step-ladder(s) is available and use of same compulsory. Using chairs and/or tables is not an acceptable practice. The need for hanging items above this height should be strongly questioned but, if necessary, then a request is made to the principal.</p> <p>Any work requiring elevation from the ground should be risk assessed. Staff expected to carry out such work should be adequately trained and the school should facilitate the employee(s) in completing a working at height training course.</p>
<b>Art “washing lines”:</b>	<p>Where teachers like to hang artwork on “washing lines” in the classroom, it’s very important that working at height guidelines are followed and that teachers are aware of fire hazards around light fittings etc. Therefore, all our lines are on a “pulley system” to allow the line be dropped to an accessible level thus removing the need to use a step ladder.</p>
<b>Shelving/Storage:</b>	<p>Teachers/Employees are advised not to store heavy items on or near the top of storage shelves. Heavy items should be stored from the bottom up. Storage areas need to be kept tidy to prevent items falling and allow for safe access to each item.</p> <p>Free standing shelving in hallways/classrooms should be reviewed &amp; secured where possible to prevent capsizing.</p>



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<p><b>Cleaning Supplies Room:</b></p>	<p>The cleaning supplies room should be locked at all times when not in use. Chemicals/Liquids that can cause injuries or burns should be replaced with safer alternatives.</p>
<p><b>Mats:</b></p>	<p>Mats in the school should be regularly checked to ensure they are not becoming unravelled or upturned and therefore a trip hazard. Furthermore, embedded mats need to be monitored to ensure a “lip” does not develop between the mat &amp; the rim, as this would be a trip hazard once again.</p>
<p><b>Clear Corridors:</b></p>	<p>The corridors should be free from tables, chairs and other such objects that could impede safe exit from the building in an emergency.</p>
<p><b>Fire Extinguishers:</b></p>	<p>The school has an annual service contract on fire extinguishers. Training is requested from the company who service the fire extinguishers. This training is provided when they are carrying out the regular service as a certain percentage of fire extinguishers need to be released.</p>
<p><b>Toilet Floors:</b></p>	<p>It is important that toilet floors are checked at least once a day for surface water and that staff are aware of the procedure for what to do next. SNA’s and teachers to check toilet areas daily. Claims for slips on wet bathroom floors are common and in order to defend them adequately the school needs to be able to prove they are taking reasonable precautions in this regard.</p> <p>Furthermore, pupils should be encouraged to report any spillages immediately.</p>
<p><b>Hot Drinks from Staff room:</b></p>	<p>Staff should not take hot drinks outside of the staff room unless they are suitable containers with secured lids (not just pop on lids). Disposable coffee cups are not allowed on the school premises.</p>
<p><b>Tea &amp; Coffee Stations in Classrooms:</b></p>	<p>A common occurrence during covid was the re-introduction of tea/coffee stations within classrooms. This practice is not allowed in our school as having such stations in classrooms puts the pupils &amp; staff at risk of serious burns from open cups &amp; due to inappropriate &amp; insufficient locations such as on busy desks, narrow window ledges, sinks which pupils use etc.</p>



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<b>PE Hall:</b>	The PE Hall should be cleared of objects such as benches, table, etc. in advance of use. It is the user's responsibility to ensure the area is fit for the purpose they are using it for.
<b>Floor Condition:</b>	The floor in the school should be continuously monitored to ensure there are no uneven areas, broken tiles, cracked vinyl, upturned carpet etc. that may cause a trip and fall.
<b>Classroom Tidiness:</b>	The walking floor area of classrooms should be kept free of clutter. School & PE bags should be stored under tables if no specific area is available. Coats & Jackets should be stored on hooks and not hanging on the back of chairs.
<b>Classroom Visibility:</b>	In line with child safeguarding procedures, our recommendation is that glass panels on doors and/or <u>internal</u> windows/panels should not be covered with art or class work in order to maintain visibility into the room at all times.
<b>Manual Handling Courses:</b>	Employees that are required to perform tasks lifting/moving objects, have completed / been offered a manual handling course.
<b>Fire Doors:</b>	The school has replaced all internal corridor doors with fire doors. Fire doors will prevent the passage of fire and smoke in the event of a fire, allowing for a safer emergency exit from the building.
<b>CCTV:</b>	The school has CCTV. We have a policy in place to regulate the use of it. In some cases where a school receives a Data Access Request (DAR), they may look for copies of CCTV images/recordings., and the school may be obliged to provide same. In order to comply with Data Protection legislation, the school may then have to anonymise or pixelate out identifiable images of others in the recordings and this can be very expensive. The school has included wording in our CCTV policy that puts the cost of such pixilation/anonymising on the requester.



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<p>Intimate care needs:</p>	<p>In relation to intimate care needs that may arise, Killoughteen NS recommends that in the interest of safety for all parties (staff, pupil &amp; the school in general) &amp; in line with child safeguarding procedures, that all intimate care interactions should have two adults present during this where possible.</p>
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EXTERNAL RISKS	Risk Review Recommendations/Comments
<p>Debris Removal:</p>	<p>Dis-used objects, such as old furniture, blocks, slabs, metal poles or frames, tyres etc. should be securely stored if needed or removed from the school grounds. These can cause injury along with being used to cause damage or gain access by vandals and thieves.</p>
<p>Gutters/Drains:</p>	<p>Ensure the gutters &amp; drains are free from a build-up of debris and leaves to ensure they can work to their optimum during periods of heavy rain.</p>
<p>Surface Condition:</p>	<p>The external surfaces should be continuously monitored to ensure there are no uneven areas, broken, rough or areas of pooled water that may cause a trip and fall.</p> <p>As the school has a huge amount of artificial grass it is important to ensure any tears and damage is repaired quickly.</p>
<p>Car Park Notices:</p>	<p>Car Park notices are erected advising that owners park there at their own risk, and that parking is only for staff.</p>
<p>Drain/Manhole Coverings:</p>	<p>Drain caps, shore covers &amp; manhole covers need to be monitored to ensure they do not become a trip hazard when loose, jagged or upturned. Any missing items must be replaced promptly.</p>



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<b>Playground Equipment:</b>	No children will be allowed on the Playground without adult supervision. Our playground equipment complies with the relevant safety standards EN1176 & EN1177 for playground equipment and surface.
<b>Boiler Room:</b>	To reduce the risk of fire in the event of malfunction, combustible items must be removed from the boiler room and stored elsewhere or suitably disposed of. Furthermore, a Fire Extinguisher is directly above the burner unit of the boiler, secured by a bar.
<b>Oil Tank:</b>	The oil tank is in a bund enclosure capable of containing 110% of the maximum contents of the tank. The bund base and walls are impermeable to water and oil and are checked regularly for leaks. There are no drains or outlets within the bund.
<b>Window Openings:</b>	The windows which open outwards are fitted with restrictors to prevent them from being opened wider than the recess of the window so as to prevent injury to pupils playing outside.
<b>Gap under pre-fab:</b>	The gap between the underside of the pre-fabricated building and the ground beneath is blocked off to prevent access underneath.
<b>Flat Roof Access:</b>	<p>If the caretaker is accessing same, it should only be for simple maintenance (clearing gutters) or retrieval of balls. A risk assessment should be carried out when accessing &amp; dismounting. This can be the more dangerous aspect.</p> <p>The Board of Management are aware of this risk. The caretaker has an appropriate ladder to access the flat roof. A fall arrest anchor system has also been installed on the flat roof of the school.</p>
<b>Hedge &amp; Trees Maintenance:</b>	Simple ground level clipping of trees and hedges is ok to be completed by a caretaker with necessary equipment provided. However, where any height is involved or powerful equipment such as chainsaws, a professional contractor would need to be hired. This is not suitable work for a school caretaker to undertake.

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. Trailing leads
2. Pedestrian crossing



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3. playground
4. Guillotine
5. Projectors
6. Electric kettles and kitchen appliances
7. Protruding units and fittings
8. External store to be kept locked
9. Icy surfaces on a cold day

### **Fire**

It is the policy of the Board of Management of **Killoughteen NS** 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.
- (ii) The principal and staff will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (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/her classroom must ensure it is kept clear. Main entrance and exit doors – Principal will see they are free of obstruction.
- (vi) Assembly areas are designated outside each building, and the locations specified to all children.
- (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. A cleaning rota is in place and all staff are responsible.
- (ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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





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- (a) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (b) Staff will monitor daily and ensure that floors are clean, even, and non-slip.
- (c) Bathroom floors will be checked at least once a day by classroom teacher.
- (d) Playground will be supervised daily by teachers and SNA's at breaktimes. Yard will be supervised by teachers at 8:45am to 9:00am before school, and for collection time after school.
- (e) Staff will check that PE equipment is stacked securely in the PE store room and is positioned so as not to cause a hazard.
- (f) Check that all PE equipment is in good condition.
- (g) Check that there are no uneven/broken/cracked ground surfaces on the playground.
- (h) Caretaker under Board of Management will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained and check that manholes are safe.
- (i) Check that outside lighting works and is sufficient. Caretaker.
- (j) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Caretaker, Principal, Staff and Board of Management Safety Officer.
- (k) Check that refuse is removed from building each day and is carefully stored outside. Staff and Caretaker.

### **Constant Hazards**

Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of **Killoughteen National School** that 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 the full inspection of electrical installations by a qualified electrician (a member of RECI or ECSSA) and an appropriate certificate issued. This will be done once every five years as is recommended by the Electro Technical Council of Ireland.

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.



**Killougheen National School**  
Killougheen, Newcastle West Limerick

Tel: 069-61195  
[info@killougheenns.com](mailto:info@killougheenns.com)  
[www.killougheenns.com](http://www.killougheenns.com)

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- ◆ 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 Killougheen NS 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 secure area, and 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 **Killougheen NS** that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

To ensure the continued welfare of the staff and children, toilet areas are provided in each classroom or adjacent to them. 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 water, towels, 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.



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(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 **Killoughteen NS** 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, and staff and pupils shall be told to take care and be supervised as much as possible.

### **Smoking**

It is the policy of the Board of Management of **Killoughteen NS** 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. Pupils are asked to report broken glass to the Teachers/SNA's/ and or caretaker so that it may be immediately removed.

### **Interactive boards and ICT devices**

It is the policy of the Board of Management of **Killoughteen NS** that the advice contained in the guidelines on the safe operation of interactive boards and ICT devices, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of these will be studied and recommendations and directives implemented. The BOM will continue to keep our AUP reviewed annually and supervise all access to ICT devices.



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### **Infectious Diseases**

It is the policy of the Board of Management of Killoughteen NS 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.

In relation to Covid 19 the school community will follow public health guidance from HSE.

### **First Aid**

It is the policy of the Board of Management of **Killoughteen NS** that members of staff shall be trained to provide First Aid to staff and pupils.

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 safety officers, (principal/ deputy principal). 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 File is to be maintained for the recording of all accidents of a serious nature by the Safety Officers/ staff members.

School Secretary 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

### **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



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Tel: 069-61195  
[info@killoughteenns.com](mailto:info@killoughteenns.com)  
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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 car park.
- (2) Cars are advised to drive slowly on entering school car park when collecting children.
- (3) Parking outside the school grounds is not permitted. Teachers on a rota will supervise the drop off and dispersal of children in the morning and evening times.

### **Revision of This Safety Statement**

This statement shall be regularly revised by the Board of Management of **Killoughteen National School** 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:

Chairperson: *Sheilagh O' Mahony Kennedy*

Date: 9/2/24

Principal: *Willie Curtin*

Date: 9/2/24