

Safety Statement

School of the Divine Child

The Board of Management of School of the Divine Child is committed to the creation of a safe and healthy environment for all members of the School community. The Board aims to protect the safety, health and welfare of all the staff, students, volunteer workers and others using the School insofar as is practicable, by complying with the requirements of the Safety, Health and Work Act (2005), Safety, Health and Welfare at Work (General Requirements) 2007, as well as other relevant statutory provisions and codes of Practice.

In reviewing this policy the Board of Management engaged with all Staff, with parents and with Enable Ireland. This policy requires the co-operation of all School users and in particular the co-operation of School Staff. The policy shall be reviewed bi-annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

Responsibility of the Board: The Board of Management of The School of the Divine Child wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be made as safe as possible and without risk to health.
- ◆ There shall be safe access to and from all classrooms.
- ◆ Power chairs, computers, laminators, photocopiers etc will be operated safely in as far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health. Therefore risk assessments, feeding passports and swimming passports are reviewed regularly.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of all staff, students and visitors to our School.
- ◆ Transport assessments will be reviewed regularly.
- ◆ Protective clothing such as gloves shall be provided as is necessary to ensure the safety and health at work of all staff, students and visitors.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ Staff shall be consulted on matters of health and safety.

Safety Officers for School of the Divine Child are: Patricia Harrington, Principal and Mary O'Hanlon, Deputy Principal.

Staff responsibilities:

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, for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

Staff members and students on work placement in the School of the Divine Child are asked to work with the following guidelines in mind:

- Students should always be supervised in all situations and care taken when moving around school.
- Corridors should be kept clear as much as possible.
- Hands should be washed before and after all dealings with students.
- Wear protective gloves when assisting children in eating or when feeding children.
- Keep laminators, paper punches, scissors, and staplers away from children.
- Ensure students are secure in their wheelchairs.
- Do not allow students sit on office chairs.
- Do not receive or make calls from mobiles or other phones unless students are being supervised in room.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or 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 using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Fire

It is policy of the Board of Management of The School of the Divine Child that fire drills take place at least once a term in conjunction with Enable Ireland, Cork Services.

Enable Ireland, Cork Services takes responsibility for fire drills, signs, fire extinguishers and alarm checks etc.

Hazards

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. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Protruding units and fittings
9. Mats in hall
10. Windows opening out.

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

- P.E. equipment should be stacked securely and in position so as not to cause a hazard.
- Use trolleys provided when moving liquids and large items.
- Staff should check that areas, especially sand pits, ball pool and play equipment, are kept clean and free from glass or other objects before use.
- Staff should check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards

Machinery, Kitchen Equipment and Electrical Appliances: It is the policy of the Board of Management of The School of the Divine Child that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons.

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 with the Principal before initiating any work on the premises.

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

Welfare

To ensure the continued welfare of the staff and students, toilet areas are provided. 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.

Footwear and clothing

Personal protective clothing such as gloves etc to be worn by staff when dealing with matters of personal care. It is the employee's duty to ensure that clothing and footwear is appropriate to work with children. We recommend closed shoes properly tied, long sleeves and high necklines. No dangling jewellery.

Safety Statement SDC

Members of staff and students are reminded:

- A person who is under medical supervision or on prescribed medication and how 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.
- 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 – see policy.

Infectious Diseases

It is the policy of The Board of Management of The School of the Divine Child 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.

Incidents

All incidents, no matter how trivial and whether to staff, students, visitors or other members of the public must be reported immediately to the Principal/Deputy Principal

Audit

The Board of Management will ensure that a Health and Safety audit takes place annually. Ongoing risk assessments will take place as and when required.

The Board of Management will ensure that staff have access on 'shared on server'

- to risk assessments,
- information relating to potential risks to safety, health and welfare at work
- health surveillance information
- information relating to any increased specific risks which may arise at work.

Signed: _____
Chairperson Board of Management

Date