



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

# HEALTH AND SAFETY STATEMENT

*The Board of Management of Our Lady of Mercy Convent School is setting out, in this statement, the policy of the school in regard to 'Health and Safety', in accordance with the provisions of the Education Act, 1998, and other relevant legislation; and specifies the means provided to achieve that policy. The Board trusts that this statement of policy will be of assistance to staff and to parents and guardians in relation to 'Health and Safety' matters. The Board also wishes to state that the Chairperson and Principal of the school will be willing to clarify any matters arising from this policy statement.*

*(Matters specifically relating to Covid-19 are highlighted in red ink for ease of reference)*

### 1. INTRODUCTION

This document has been prepared in compliance with the Safety, Health and Welfare at Work Act (2005).

### 2. 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 the Safety, Health and Welfare at Work of every employee and guest alike, so far as is reasonably practicable. Its objective is to endeavour to provide a safe and healthy school for our staff and pupils

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace, and for behaviour which does not jeopardise the individual's personal safety, health and welfare, or that of others.

### 3. SAFETY ORGANISATION

Safety is a line management responsibility. Staff are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer (the principal) shall monitor safety generally and the operation of safety procedures. The Safety Officer shall provide each employee with a copy of the Safety Statement. Each employee must familiarise himself/herself with its contents. (Employees include teachers and ancillary staff.) A copy of this statement will be retained in the secretary's office for inspection purposes.

### 4. SAFETY REPRESENTATIVE.



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

The principal is the Safety Officer. She shall be responsible for overseeing the safety provisions on behalf of the school. The elected teacher Rep on the Board of Management is the Safety Representative. Both Safety Officer and Safety Representative should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

The Safety Officer shall make the Board of Management aware of their duties with regard to the following:

- (a) To guide and advise on all health, safety and welfare matters.
- (b) To ensure that the school fulfils all statutory requirements in respect of the Safety, Health Welfare Act (2005).
- (c) In particular to ensure:
  - that our place of work is arranged to take account of employees with disabilities;
  - that training is provided for people with disabilities on health and safety issues, taking into account their capabilities to take on a particular task, and using formats accessible to people with disabilities;
  - that consideration is given to evacuation procedures in the event of an emergency for people with disabilities, and that adequate assistance is provided.
- (d) To ensure that the appropriate safety education and training for staff, pupils and volunteers (if appropriate) are coordinated and carried out, using both in-house and external resources.
- (e) 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.
- (f) To ensure that adequate fire protection and prevention measures are provided.

The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified. The Board of Management will be informed of any safety malpractice which could lead to injuries or otherwise.

### 5. HAZARDS

Risk Assessments are carried out under the supervision of the Board of Management (BOM), at regular intervals. A copy of the most recent report is attached (Appendix 1). The following hazards (in as much as can be identified) are at all times considered by the school management to be a source of potential danger and are brought to the attention of all concerned.



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

- (i) Main Fuse Board Room and Power Distribution Board: Access is restricted.
- (ii) Boiler House:  
Access to the boiler house is restricted. Any adult entering must be aware of the dangers involved and must be extremely careful. At all times, this room must be free from flammable and combustible materials.
- (iii) Car Park:  
Pupils are instructed on use of marked 'Safe Route' in the school grounds. This route is 'on display' for staff and parents on corridor notice boards.
- (iv) Kitchen/Galley and Staff Room:  
Care must be exercised by all when using the electrical appliances and cookers provided therein. No pupils have access to the Galley Kitchen unless accompanied by a member of staff/adult. **Sanitiser and cleaning wipes are located in the original staff room , current staff room (hall) to ensure that teachers clean down surfaces after individual use.**
- (v) Gym/Hall:  
Care must be exercised by all in the Gym/Hall. In particular, children are only allowed to take equipment from the hall cupboards if so instructed by teacher; and then to use it only if supervised. **The hall is being used in part as a storage area. The remaining space in the hall is being used as a staff room to ensure social distancing.**
- (vi) Steps:  
Corridor, hall, stage, Junior entry/exit to yard and entry/exit of main building.
- (vii) Photocopier, Shredder, Laminator, Guillotine in Seomra Fearais/Photocopying Room:  
restricted access to these items. **In adherence to the Covid preventative measures staff are to ask the secretary to use the photocopier on their behalf. Hand santiser is at hand in the photocopying room as are sanitizing wipes etc.**
- (viii) ALL electrical equipment.Children do not turn on or off any electrical equipment.
- (ix) Stage lighting in Hall: To be operated by adults only.
- (x) Trailing leads: should be positioned in a safe, unobtrusive manner.
- (xi) School Bags: Children to be instructed to keep them tidily under their tables.
- (xii) Wet Surfaces, especially during cold weather when condensation may occur. Great care must be taken on wet floors.



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

Slippery floors in toilet areas are of particular concern, and mats are provided. Pupils and staff are reminded not to drop tissue paper on the floor in the bathrooms.

In the case of spillages, teachers should ensure that surfaces are wiped immediately.

(xiii) Yard at break-times:

It is imperative that there should be adequate supervision.

The Steps out to the Junior Yard and the “roundabout” in the Senior Yard would be of particular concern. The Yards are checked at regular intervals by the caretaker and any glass or other dangerous materials strewn about is removed. If glass etc. is found at any time in the yard, the teacher on duty should see that it is removed. **Classes/ ‘bubbles’ each have their own section in the yard and for the foreseeable future with Covid 19 in mind there will be two teachers on yard duty at each break.**

(xiv) Chemicals used by secretary and/or cleaner:

Chemicals used in the school office and cleaning chemicals are stored carefully. The cleaner’s storage room is located at the end of the Senior corridor, with no access to children. Chairs should not obstruct access to this room.

(xv) When work is being done by caretaker/tradespeople:

Similarly, chemicals used by the caretaker/tradespeople are stored carefully. Also, tools being used, particularly electrical tools, ladders, machinery items with trailing flex/leads are of particular concern. No machinery is used in the yards during break times; and tools and equipment must not be accessible to children. **Only essential visitors are permitted into the school at this time and all visitors are required to complete a contact tracing log.**

(xv) Gardening by children:

Proper and safe use of gardening tools/equipment by pupils needs to be supervised at all times by teachers and/or by the assigned parent volunteer.

To minimise any dangers in the school, the following general safety/protective measures must be adhered to:

- (a) Access to and operation of machinery and powered equipment is **strictly restricted** to qualified members of staff.
- (b) In addition all such machinery/equipment is to be used in strict accordance with the manufacturer’s instructions and recommendations and, where applicable, members of staff are instructed in its correct uses.
- (c) All machinery and electrical equipment is fitted with adequate safeguards.
- (d) Plans in respect of Safety matters are displayed at relevant points where necessary.
- (e) Mats are provided on terrazzo floors to prevent falls, and floor washing is carried out,



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

as far as possible, after school hours.

### 6. SAFETY TRAINING

All employees are:

- (a) Advised of the safety equipment and protective clothing available, and how they should be used.
- (b) Advised of the nature and location of fire equipment and how it is safely operated.
- (c) Notified of changes in safety procedures.
- (d) **All members of staff completed the Covid Safety Training in order to minimise the spread of CoronaVirus.**

As previously stated, training provided for people with disabilities takes into account their capabilities to take on a particular task, and uses formats accessible to people with disabilities.

### 7. ELECTRICAL APPLIANCES

The caretaker is assigned to carry out appliance checks at regular intervals to ensure that:

- All safeguards which a normal part of the appliances are are fitted and in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are being used.

All users are asked to visually check leads etc. before use; and to advise the caretaker of any concerns.

Children are made aware of the dangers of tampering with electrical apparatus, sockets etc.

### 8. CHEMICALS, SOLVENTS, ETC.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and the precautions to be taken in the event of spillage, splashes etc.

Proper clothing/protection will be required while employees are handling or using dangerous or toxic chemicals, solvents, etc. Dangerous chemicals are to be kept in a safe storage place.



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

### 9. WELFARE

#### A. Employees:

To ensure the continued welfare of employees, toilet and cloakroom areas are provided. Staff must cooperate in maintaining a high standard of hygiene in these areas.

Members of staff are reminded that:

- (a) Any person who is under medical supervision or on prescribed medication, yet has been certified fit for work, should notify the principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The principal, in consultation with the Department of Education and Skills, will try to arrange or assign appropriate tasks for that person to carry out in the interim.
- (b) Staff/trainees 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 instant dismissal.

#### B. Students:

Teachers must be aware of their responsibility for their students.

It is most important that teachers are punctual for their classes at all times. If teachers are going to be late, it is important that the principal or deputy-principal would be notified, where possible.

Where staff members are absent for whatever reason, it is very important that teachers notify the principal beforehand, or as soon as possible, to minimise dangers which might result due to lack of supervision of classes. The office phone number and/or the principal's and deputy principal's mobile phone nos. (as provided to all staff members) should be used.

Students are to be advised by their teachers of safety regulations, as follows, and of the necessity for full cooperation:

- (a) Students are not to run in any of the corridors or rooms.
- (b) They must not interfere with any electrical fittings in the school.
- (c) They must walk in and out of the school grounds, using the 'Safe Route' and employing the 'Safe Cross Code' **Junior Infants and Senior Infants as well as First to Sixth Classes will use the main gate with Second and Third Classes using the church entrance for the duration of the coronavirus pandemic.**



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

- (d) They must not throw any object which would endanger another person's well-being.
- (e) They must treat every evacuation drill in a serious manner and realise the need for good drills by cooperating fully with teachers.
- (e) Students line up in their allocated area. Arrival time 8.35 am and dismissal time 1.15 pm ( infants) 2.15 (all other classes). Pushing or shoving or any behaviour likely to lead to an accident is not permitted.  
**Classes line up on their spots in the Senior Yard ( Second to Sixth Class) and on the path down the Junior Side ( Junior Infants to First Class) . First to Sixth Class arrive at 8:20 am and leave at 2pm for the duration of the pandemic. Junior and Senior Infants arrive at 8.35 am and leave at 1.15 pm.**
- (g) They must not behave in any manner contrary to the spirit of this Safety Statement.

### 10. FIRST AID.

The deputy principal and several members of staff are qualified in First Aid and some staff also trained in the use of the defibrillator. The defibrillator is positioned on the wall outside the secretary's office.

First Aid Boxes are to be found beside the doors to the Junior and Senior Yards. The contents of these boxes are listed below..

Care is to be exercised in dealing with open wounds and suitable gloves are available for use in dealing with the same. In addition, there is a more comprehensive First Aid kit in the principal's office, for use in dealing with more serious injuries and for carrying on field trips/tours.

A record is taken of any significant accidents and of injuries sustained, date and time of the accident, cause if known, who was supervising and other relevant details. Parents are contacted when a child receives a bee/wasp sting or in the event of a more serious injury such as a head injury. Emergency cases are brought to hospital. Contact and Consent forms are completed by parents when enrolling their child: copy attached (Appendix 2).

Injuries obtained off-site during school trips will be dealt with in the manner outlined above. Any sports undertaken by teaching staff outside school hours will also follow the same First Aid procedures.

An "*organisational folder*" which is given to all class teachers contains information on students with serious medical conditions including children with severe allergies who may need the use of an EPIPEN. EPIPENS are kept by the class teacher and also a second one is held in the Principal's office.

Contents of First Aid Box:



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

Disposable gloves.  
Water wipes.  
Adherent Tape.  
Dry gauze.  
Scissors.  
Protective aprons.  
Masks.

### 11. DEALING WITH COMMON ILLNESSES AND INFECTIONS.

The parents of any child suspected of having a highly infectious condition such as Covid 19 will be contacted and they will be asked to collect the child. The child will be brought to the Isolation Room/Rooms which is located down the steps from the principal's office and in the original staffroom if needed and if symptoms of Covid 19 are suspected the parents will be asked to contact their GP.

Parents can seek advice from the HSE about common illnesses and infections.

### 11. FIRE PROTECTION

- (a) A Fire alarm system is in place.
- (b) Fire extinguishers are provided and correctly cited to meet statutory and insurance requirements and are placed as shown on attached school plan A.
- (c) All fire fighting equipment is regularly tested and serviced by specialised contractors.
- (d) All fire exits, and emergency paths of egress are marked on attached school plans. Exit doors are clearly marked and are free from obstruction at all times.
- (e) A 'Fire Log' (stored in 'Caretaker's Cupboard' in Staff Room) is maintained, which records the checking/servicing of the following:
  - Fire Exits
  - Fire fighting equipment
  - The fire alarm
- (f) Operation of internal fire doors should be understood by all staff members. Because of their weight, they should be perceived as a potential hazard in relation to children catching their fingers etc.

### 12. FIRE PREVENTION (see also [www.environ.ie](http://www.environ.ie): 'Code of Practice for the Management of Fire Safety in places of assembly')

- (a) Fire safety inspections and analysis of potential fire hazards are regularly carried out (see also 'Fire Risk Assessment Checklist' in '*Guide to Insurance, Safety and Security in the School*' – Allianz)
- (b) Liaison with relevant authorities takes place as is necessary.





## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

### 13. EVACUATION

An evacuation procedure (See Appendix 4: Fire Drill) has been prepared and is provided to each employee. Evacuation drills will take place at least twice per year or more if required. Employees are reminded to familiarise themselves with the evacuation procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. **At attendance check at 9a.m (using a laminated class list) facilitates the gathering of information so that the teaching staff can know of the whereabouts of pupils at all times in the event of an evacuation being required.**

Consideration needs to be given at regular intervals to evacuation procedures in the event of an emergency for people with disabilities. Good planning can help to ensure that adequate assistance would be provided.

### 14. SMOKING

Smoking is prohibited at all times in Primary and Secondary schools, including in the school yard.

### 15. DUTIES OF EMPLOYEES

The attention of employees/trainees/volunteers is drawn to the following duties of persons employed, as laid down in legislation.

1. It shall be 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 might be affected by his/her acts of 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 and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether provided for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
  - (d) To report to his/her employers or immediate supervisor, without unreasonable delay, any defects in machinery, equipment, place of work or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

for securing the safety, health or welfare of persons arising out of work activities.

### 16. ACCIDENT/INCIDENT REPORTING

All accidents/incidents, other than minor ones, whether to employees, pupils or members of the public must be reported immediately to the principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given when required. An Accident Report Document is retained for recording all such accidents. **During this period of Covid 19 this document is available as a google document on the Staff Drive.**

### 17. GENERAL SAFETY

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

- (i) Observing the general rules of safety.
- (ii) Using all machinery and equipment in a safe and proper manner.
- (iii) 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.
- (iv) Keeping work area clean and tidy at all times.
- (v) Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- (vi) 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.

### 18. VISITORS TO THE SCHOOL:

**It is worth noting that visitors to the school will be strictly limited until Covid 19 has passed. The rules below regarding visitors will apply if it is absolutely necessary to have a parent/tradesman on sight during school hours:**

- In the interests of safety all visitors to the school should enter through the front door and check into the office.
- All visitors will be required to sign the visitor's book which records time of arrival and time of exit. All visitors will be required to wear a 'Visitors' lanyard
- Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be accommodated in meeting with a member of staff.
- If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

- Under no circumstances is it acceptable for a visitor to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
- In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

### 19. IMPLEMENTATION DATE

The procedures outlined in this policy will apply immediately.

### 20. TIMETABLE FOR REVIEW

This Health and 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 so as to comply with any changes in conditions. It will also be reviewed in the light of experience and developments, and suggestions for improvement are always welcome. The operation of the procedures outlined in the policy above will be reviewed using the proposed schedule as stated below; or earlier, if necessary.

### 21. COMMUNICATION

This policy is circulated to all teaching staff. Furthermore, a copy of this policy is posted on the school website and it can be inspected in the Administrative Policies folder in the secretary's office.

### 22. RATIFICATION

This plan was ratified by the Board of Management.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Proposed date of revision: November/December 2025**