



**ST. PETER'S SCHOOL**

BUILDING OUR FUTURE



## **Safety Statement**

### **Introductory 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 Officer 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.

### **Resources for safety, health and welfare in the school**

St. Peter's School provides a range of resources to safeguard the health, safety, and welfare of staff, pupils, and visitors. These include trained personnel such as First Aid Responders, safety equipment including first aid kits, fire extinguishers, an appointed Board of Management Safety Officer (Aisling Reynolds) and Staff Safety Representative (AP2 Renate Carrigan). Regular maintenance, safety training, risk assessments, and access to external professional services ensure that the school environment remains safe, supportive, and compliant with all relevant legislation. Clear emergency procedures are in place and communicated to all staff and pupils to ensure prompt and effective response in the event of an incident.

### **Roles and responsibilities for safety, health and welfare**

#### *Board of Management*

The Board of Management of St Peter's 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.
- 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 St Peter's School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public, and undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to.

### *Duties of Employees*

It is the duty of every employee while at work:

- to take reasonable care for their own safety, health and welfare, and that of any person who may be affected by their acts or omissions while at work.
- to co-operate with their 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.
- to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for their lone use or for use by them in common with others) for securing their safety, health or welfare at work.
- 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 they become 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 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 (see section 9 of safety, health and welfare at Work Act 1989).

Members of staff and students are reminded that:

- 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.
- 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.

## **Risk assessment**

### *Fire*

It is the policy of the Board of Management of St Peter's School that:

- 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.
- The Principal will ensure that fire drills are carried out no less than once a year but ideally once a term.
- Fire alarms shall be clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 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 will ensure they are free of obstruction.
- Evacuation assembly area is located in the yard, clearly marked where each class should line up.
- Exit signs shall be clearly marked.
- 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. Cleaner to check when cleaning.
- Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- Principal/Deputy Principal shall be responsible for fire drills and evacuation procedures.

- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### *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.

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. Excess Gravel on school yard
9. Protruding units and fittings
10. External store to be kept locked
11. Slabs around perimeter of school
12. Garden stores
13. Icy surfaces on a cold day
14. Mats in hall
15. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered by all;

- Access to and operation of plant/equipment 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. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- In addition, all such plant and machinery are to be used in strict accordance with the manufacturer's instructions and recommendations.
- 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.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.

- Ladders must be used with another person's assistance.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- AP2 Josh Hogg will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- AP2 Josh Hogg will check that all PE equipment and mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- Check that wooden frames, benches etc. are free from splinters and generally sound.
- Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- Will check that roofs, guttering, drainpipes etc., as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- If staff are aware of manholes/drains broken or unsafe, report to Principal.
- Check that all play areas are kept clean and free from glass before use. Supervising staff on yard – teachers and SNAs.
- Check that outside lighting works and is sufficient. Board of Management Safety Officer.
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- Check that refuse is removed from building each day and is carefully stored outside. Caretaker under Board of Management.

*Constant Hazards: Machinery, Kitchen equipment, Electrical appliances.*

It is the policy of the Board of Management of St Peter's School 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. 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 St. Peter's School 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/room not accessed by students, and

protection provided to be used when handling them (Secretary/Cleaner/Caretaker/Principal/Deputy Principal, where appropriate).

### *Drugs and Medication*

It is the policy of the Board of Management of St. Peter's School 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 authorised personnel.

### *Welfare*

To ensure the continued welfare of the staff and children, toilet and cloakroom 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 (cleaning rota).

### *Hygiene*

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

### *Floors*

It is the policy of the Board of Management of St Peter's School 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 use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### *Smoking/Vaping*

It is the policy of the Board of Management of St Peter's School that the school shall be a non-smoking/vaping area to avoid hazard to staff and pupils of passive smoking/vaping.

### *Broken Glass*

The Board of Management shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

### *Infectious Diseases*

It is the policy of the Board of Management of St Peter's School 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.

#### *Access to School*

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*

- All parent/guardians in the interest of safety must obey all signs upon entering the school grounds.
- Cars and buses are advised to drive slowly on entering school grounds when collecting children.
- Those parking on the school grounds are advised to accompany children to and from the school premises.

### **Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences**

*In the event of a fire, the following evacuation steps must be taken;*

1. The fire alarm is activated.
2. The secretary calls Sharpe Control Centre first, then the Lucena Reception desk.
3. In all classrooms/resource areas all students quietly and calmly queue at the door in single file. Students should not take bags, books or possessions with them.
4. Each teacher checks the class list to ensure all students are present.
5. SNAs check the class toilets before vacating the room.
6. Teachers lead their classes from the classroom and SNAs close the classroom door and windows.
7. Classes quietly exit the building via nearest exit doors.

8. The fire assembly point is in the school yard. Each class has an allocated station, classes line up in an orderly manner.
9. Students who are in the care of an adult outside of their class, take direction from the staff member they are with. Staff member brings student to class meeting point and the student joins their own class.
10. Teachers confirm that all students are present/not present and accounted for.
11. Any external visitors are to be escorted off the premises to the meeting point and accounted for via the School Visitor Log for that day which the Secretary will take when exiting the building.
12. The principal confirms that all classes, teachers, children, and visitors are accounted for and gives the OK to return to school. Students walk quietly in a single file back to the school premises.
13. Fire drills are carried out no less than once a year but ideally once a term.

### *First Aid*

It is the policy of the Board of Management of St Peter's School that two members of staff shall be trained to provide First Aid to staff and pupils. Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.

School First Aiders: Michelle Gleeson (Junior Corridor), Suzanne Mahon (Senior Corridor). Renate Carrigan (Staff Safety Representative), supported by Michelle Gleeson and Suzanne Mahon, will ensure that there will be maintained in the school a properly equipped First Aid Box available to staff at all times. Disposable gloves must be used at all times in administering First Aid. The First Aid boxes will contain:

- Sticking plasters
- Antihistamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic spray
- Cotton Bandage
- Spray for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Ice Packs

### *Accidents and dangerous occurrences*

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 person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. 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 and incidents by the Safety Officer.

### **Instruction, training and supervision**

Training will be provided for staff when required, or as requested.

### **Review**

This statement will be reviewed annually and amended if necessary, and it will be made available to all members of the school community. The statement is in accordance with the requirements of the Safety, Health and Welfare at Work Act 1989.

Rosemary Fahy

Eoin Ó Donnagáin

Principal St. Peter's School

Chairperson to the Board of Management

Signed:



Signed:



Date: 29<sup>th</sup> April 2026

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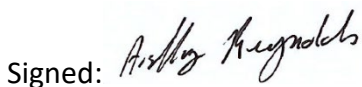
Aisling Reynolds

Renate Carrigan

BOM Safety Representative

Staff Safety Representative

Signed:



Signed: *Renate Carrigan*

Date: 29<sup>th</sup> April 2026

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