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HEALTH AND SAFETY POLICY

Table of Reviews

Revision	Date	Ratified by Board
1	Jan. 2018	Yes
2	Feb. 2022	Yes

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St. Laurence's BNS 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 cooperation of all employees. It shall be renewed on a regular basis. A safety audit shall be carried out every year. All incidents of accidents and ill health shall be recorded.

St. Laurence's BNS will take all reasonable measures to ensure where possible:

- 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 to work.
- Plant and machinery may be operated safely in as far as possible.
- Work systems shall be planned organised and maintained so as to be safe and without risk to health.
- Protective clothing shall be provided where necessary for employees.
- Plans for emergencies shall be complied and revised as necessary.
- Employees shall be consulted on matters health and safety.

St. Laurence's BNS undertakes to ensure that the provisions of the Safety Health and Welfare at work act 2005 are adhered to.

Duties of Employees

It is the duty of every employee while at work :

- To take reasonable care for his/her safety, health and welfare, and that of any person who may be affected by his/her acts or actions while at work.
- To cooperate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To report to the BOM without delay any defects in plant equipment, place or system of work.
- Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Consultation and Information

St. Laurence's will consult with staff in preparation and completion of hazard control forms. Hazards shall be divided into categories. Those which can be rectified will be done quickly. Larger jobs will be undertaken on a planned term by term basis.

Fire

Saint Laurence's will ensure that an adequate supply of fire extinguishers is available. Each fire extinguisher will be serviced over a two year cycle. Fire drills shall be held three times per year. Fire alarms are clearly marked. All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times. Exit signs shall be clearly marked.

Hazards identified:

- Wet corridors
- Climbing frames
- Gas tanks
- Trailing leads
- Computers
- Guillotine
- Projectors
- Fuse Boards
- Electric Kettles
- Boiler house
- Ladders
- Protruding units and fittings
- Lawn Mower
- Icy surfaces
- Mats in hall
- Windows opening out

The following procedures shall be adhered to:

- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices in respect of safety matters are displayed at relevant points.
- An annual routine for checking equipment.
- Check roofs, guttering drain pipes etc.
- Check all play areas are safe and kept clear and clean.
- Check that refuse is removed from building each day and is carefully stored outside.
- Ensure that all signs are clearly visible and that wet signs are displayed on wet mornings.

Electrical Appliances

Appliances will be checked on a regular basis, tested and serviced where needed. All safety guards will be checked to see that they are in working order. Appliances will

be unplugged when not in use and official guidelines issued by the Health and Safety Authority will be used.

Chemicals

All chemicals, photocopier toners detergents etc. will be stored in clearly identified containers bearing instructions.

Drugs and Medication

All drugs medication etc. shall be locked away at all times in the office and used only by authorised personnel.

Smoking

Saint Laurence's BNS shall remain a non-smoking area.

First Aid

St. Laurence's BNS will have a manned First aid station for both small and Big Lunchtime. The station will be manned by either teacher or SNA. A folder is in the main office of children with known serious conditions and of steps to take in event of a child becoming unwell.

All accidents or bumps are recorded at first aid. If a child gets a bump to the head then the parents are called at the end of break.

There are two well stocked first aid boxes and also boxes for teams representing the school.

Disposable gloves are available and to be used during the administration of first aid.

Training

Members of staff undertake first-aid and defibrillator training at regular intervals.

Access to School

The school has five entrances labelled A to E. Entry and exit to/from the school is through the allocated entrance for a child's class or year group.

Collecting Children

Parents collecting children must contact office. Arrangements will then be made by the school for the child/children to be collected.

Visitors coming to school must come to the office. Those here on a long stay will be asked to sign in and to wear badges of identification which are available in the office.