



## John Scottus Pre-School

### Safety Statement

This Safety Statement will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 9: Health and Welfare](#)) ([National Standard 12: Health Care](#), [National Standard 18: Facilities](#))

<b>Document Title:</b>	<b>Safety Statement</b>
<b>Revision Number:</b>	<b>1</b>
<b>Document Author:</b>	<b>John Scottus Pre-School</b>
<b>Document Approved:</b>	<b>Board of Managemnt</b>
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#### Statement of Intent

Our policy John Scottus Pre-School is to comply with the Health, Safety and Welfare Act 2005, and the associated General Application Regulations 2007, which set out how the prevention of ill-health and accidents at work is to be achieved. This Safety Statement is aimed at protecting our staff, clients, contractors and members of the public from workplace accidents and ill- health. The Safety Statement is available to all our employees, outside service providers and Inspectors of the Health & Safety Authority. The necessary training and system of work will be given to ensure as far as reasonably practicable, a workplace free from hazards and risks. It is our policy, when purchasing new equipment or altering/replacing existing equipment to ensure, as far

as reasonably practicable, that they are free from hazards and of CE quality. The same will apply to all our systems of work. The required funding and resources to effect this policy will be made available. We will update this policy, as necessary and will review same, at least once per year. In particular, we undertake, to comply with all relevant health, safety and welfare legislation to include the following.

- Provisions of a safe workplace.
- Safe access and egress routes
- Safe system of work/safe equipment.
- Provision of appropriate personal protective equipment.

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

Date: \_\_\_\_\_

**Service Provider**

**1. Risk Assessment Results**

Physical Hazards	Who is at risk?	Current Controls	Risk	Additional Controls needed	Action by whom and by when?
<b>Classroom</b>					
Slips, trips and falls	Staff, children, visitors	Clear, unobstructed slip resistant pedestrian routes with adequate lighting Spills are cleaned up immediately Good housekeeping practice in place Practice ascending and descending steps with children	Low		
Furniture fall hazard and climbing hazard	Children	Use sturdy furniture than cannot topple use boxes to limit opportunity for foot placing	Low		
Fingers getting caught on door	Staff, children, visitors	Use protective strip on door	Low		
Sticking items in sockets	Children	Use socket plugs in all sockets	Low		
Children running into glass doors	Children	Use visibility strips on glass doors	Low		
Furniture blocking line of sight	Children	Arrange room so all areas are visible Supervision of Children Policy	Low		
Toys with small pieces, choking Hazards	Children	Remove toys with small pieces from room	Low		
Windows open wide providing	Children	Attach window restrictors to windows	Low		

opportunity for children to climb out					
Children wandering out of classroom	Children	Fix chain lock to door Supervision of Children Policy	Low		
Hazardous toys & educational resources	Children	Only purchase toys/educational resources that are fit for purpose. Ongoing review of all toys/educational resources discarding those that are not fit for purpose.	Low		
Children choking during meal times	Children	Ensure children are always supervised when eating. Children sit at table when eating. Grapes and other high-risk choking foods are cut appropriately	Low		
<b>Toilet</b>					
Children falling	Children	Ensure children are supervised when in toilet area.	Low		
<b>Decking</b>					
Decking slip hazard when wet	Staff, children, visitors	Apply anti-slip oil to decking	Low		
<b>Back Garden</b>					
Steps down to back garden are trip hazard	Staff, children, visitors	Ensure children are supervised on steps at all times and that children use the handrail when descending	Low		
Unhygienic Outdoor Activity Stations	Children	Keep covered when not in use. Tidy outdoor toys at the end of each day.	Low		
Falling from trees	Children	Children supervised at all times. Children only allowed climb to safe height. Ongoing risk assessment carried out by teachers	Low		
Children getting lost	Children	Back garden area entirely enclosed	Low		
Injury with sticks	Children	Children Supervised at all times and taught how to play safely with sticks Ongoing risk assessment carried out by teachers	Low		
Hazardous material e.g. animal faeces in garden	Children	Daily risk assessment carried out in garden every morning	Low		
<b>Front Garden &amp; Entrance</b>					
Walk from the car park to classroom is open space children could wander off and get lost	Children	Communication with parents around children staying on the path when walking over	Low		
Steep access to front garden	Staff, Children, Visitors	Only use back garden with children	Low		

Steps into the classroom are trip hazard	Staff, children, visitors	Practice step climbing with children Encourage, staff, parents and visitors to mind their step	Low		
<b>Chemical Hazards</b>					
Children accessing chemicals (cleaning products)	Children	Place chemical on high shelf out of reach of children	Low		
Chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries	Staff, visitors	All chemicals are used, stored and disposed of in accordance with safety usage Employees are trained in the safe use of chemicals. Adequate ventilation is provided A wash hand basin, soap and disposable towels are available Environmentally friendly products are used where possible	Low		
<b>Human factor Hazards</b>					
Aggressive parent or staff member	Staff	Communication with parents around policies & procedures. Communication & training with staff around policies & procedures.	Low		
<b>COVID-19 Related Risks</b>					
Parents & children not socially distancing at drop-off and collection	Parents, Staff, Children	Communication with parents. Use child-friendly socially distancing markers	Low		
Staff, children attending Pre-School with symptoms resulting in an outbreak	Staff, children	Clear and ongoing communication from Management that children or staff must not attend Pre-School if they have any COVID related symptoms COVID-related signage in place	Low		
Visitors entering Pre-School with symptoms resulting in an outbreak	Staff, children	Parents will not be permitted to enter Pre-School room at this time. Revised drop-off & collection procedures communicated with parents.  Clear and ongoing communication that visitors may not enter the Pre-School if they are displaying any COVID related symptoms. COVID-related signage in place	Low		
Staff, children attending Pre-School with	Staff, children	Teach children about good handwashing, respiratory hygiene & cough etiquette	Low		

virus but not displaying symptoms resulting in an outbreak		<p>Frequent handwashing. Staff &amp; children. Follow respiratory hygiene and cough etiquette. Use of play pods. Not sharing toys between play pods. Hand sanitiser .at entrances. COVID-related signage in place</p>			
Visitors attending Pre-School with virus but not displaying symptoms resulting in an outbreak	Staff, children	<p>Parents will not be permitted to enter Pre-School room at this time. Revised drop-off &amp; collection procedures communicated with parents.</p> <p>Keep visitors to an absolute minimum. Visitors are asked to use hand sanitiser before entering the Pre-School. Visitors are then required to wash hands on entering the Pre-School. Visitors should maintain required social distancing. Visitors asked to touch the minimum number of surfaces. Staff may, if desired, ask visitor to wear mask. COVID-related signage in place</p>	Low		
Child developing COVID-19 symptoms while at Pre-School resulting in an outbreak	Staff, children	<p>Child will be social distanced from others in room &amp; placed in area with good ventilation. Parents/guardians will be asked to collect the child asap. Manager will take care of the child while waiting. Manager will wear a mask and/or gloves. Manager will maintain excellent hand hygiene. The room will be thoroughly disinfected once the child leaves. COVID-related signage in place</p>	Low		
Staff developing COVID-19 symptoms while at Pre-School resulting in an outbreak	Staff, children	<p>Staff member leaves without delay touching as few surfaces as possible. If they must wait for a lift they wait in the safe space (N7),wearing a mask if at all possible. The room should be thoroughly disinfected as soon as possible once the staff member leaves.</p>	Low		

Confirmed case of COVID-19 at our Pre-School	Staff, children	Our Pre-School will be contacted by Public Health staff of the HSE and will advise on next steps. The HSE Public Health staff will also be in contact individually with anyone who has been in contact with the case to provide them with appropriate advice.			
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## 2. Key Health & Safety Personnel

Health and Safety Officer:	Elizabeth Dempsey (Manager)
Fire Officer:	Elizabeth Dempsey (Manager)
First Aid Co-ordinator:	Elizabeth Dempsey (Manager)
Designated Liaison Officer:	Elizabeth Dempsey (Manager)
Deputy Designated Liaison Officer:	Seafra Griffin (Room Leader)
Data Controller:	Elizabeth Dempsey (Manager)

## 3. Duties of Registered Provider, Manager & Employees

The registered provider is responsible for:

- operating the service in compliance with the legislation under the 2016 Regulations and the Act
- ensuring an effective management structure is in place
- ensuring competent staff are recruited to ensure the safety and welfare of the children
- providing the necessary training for staff to ensure the safety of the care provided

The manager is responsible for:

- overseeing the day-to-day running of the Pre-School and ensuring it meets all safety, health and welfare standards and regulations
- ensuring that the necessary Safety, Health & Welfare policies are in place and followed
- ensuring that employees and volunteers receive training in the aforementioned
- ensuring all safety equipment is present and in working order
- ensuring that staff are conducting daily and monthly risk assessment
- conducting quarterly and monthly risk assessment

Employees are responsible for:

- taking reasonable care of their own Safety, Health and Welfare and that of any other person or children in their care that may be affected by their acts or omissions while at work
- carrying out daily and monthly risk assessment
- participate in statutory training as required
- report to the Health and Safety Officer, without delay, all accidents, damage, defects or issues of safety, this includes accidents or near misses, whether persons are injured or not

#### **4. Facilitating Employee Consultation & Participation**

This service is committed to the provision of arrangements for consultation with staff as outlines in sections 25 and 26 of the 2005 Act. Opportunities will be provided at daily staff meetings for employees to raise concerns and provide input into Safety, Health and Welfare matters

#### **5. Services Welfare Arrangements**

This service is committed to providing excellent working conditions for its employees. These include but are not limited to clean hygienic toilets, clean drinking water, appropriate breaks and comfortable rest and eating facilities.

#### **6. Plans and Procedure for dealing with emergencies**

The services plans and procedures for dealing with emergencies include:

- Critical Incident Plan
- Emergency Procedure

#### **7. Safety of Children, Employees & Visitors**

The safety of children, and employees and ensured through the following policies:

- Risk Assessment Policy
- Supervision of Children Policy
- Garda Vetting

The safety of visitors is ensured through the following safety arrangement

- A visitor is a person other than an employee or contractor
- Visitors may not be familiar with the hazards associated with our place of work. To minimise the risk of injury this service will:
  - Practice good housekeeping, keeping walkways clear, cleaning up spills immediately

- Ensure appropriate safety signs and notices are displayed
- Restrict access to hazardous areas e.g. young visitors & cleaning products
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the events of an emergency procedure
- Visitors are required to:
  - Conduct themselves in a safe manner at all times
  - Observe the fire policy and, in the event of an emergency, to identify themselves to staff and be escorted to the designated assembly point

## **8. Personal Protective Equipment**

This service ensures that staff are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment.

As required, we will ensure:

- The provision of adequate and suitable PPE
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions
- That we record information to include supply of and training in the use of PPE as appropriate
- PPE is provided free of charge to staff

On receipt of appropriate PPE, we expect our employees to:

- Use PPE correctly and whenever it is required (e.g. disposal gloves when handling chemicals)
- Report any defects in or damage to their PPE immediately
- Participate in any training or instruction we provide on the fitting, use and inspection of PPE
- Inform us of any medical conditions they have that may affect the correct use of the PPE provided to them
- Look after any PPE provided to them

## **9. Fire Aid & Fire Safety Procedures & Equipment**

- First Aid procedure & equipment is listed in our Accidents & Incidents Policy
- Fire Safety procedure & equipment is detailed in our Fire Safety Policy

## **10. Procedure for accident reporting & investigation**

- This procedure is detailed in our Accidents & Incidents Policy



## 11. Training Records

- First Aid and Manual Handling certificates are available on request
- Policies & Procedures training records are available on request

## 12. Emergency Information Form

<b>Assembly Point</b>	Located in back garden at gate to Astro pitch. Key for gate with Manager
<b>Occupational First Aider:</b>	Elizabeth Dempsey
<b>Location of First Aid Box</b>	Travel First Aid Kit on shelf in entrance hall Main First Aid Kit in classrooms
<b>TUSLA Social Work Department:</b>	Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14 076 6958400
<b>Garda:</b>	Bray Garda Station <a href="tel:016665300">01 6665300</a>
<b>Doctor:</b>	Shankill Family Practice 01 2720475
<b>Hospital:</b>	Crumlin Hospital 01 4558111
<b>Fire Brigade:</b>	999 / 112 Bray Fire Station 01 2862915
<b>Ambulance</b>	999/112
<b>Fire Maintenance:</b>	Aqua Fire Prevention 01 4527016
<b>Pest Control:</b>	Rentokil 1890 666444
<b>Garda Vetting:</b>	Early Childhood Ireland 01 4057100
<b>Water Leaks:</b>	1850 278 778
<b>Electricity Emergency:</b>	1850 372 999 (24-hours)
<b>Gas Emergency:</b>	1850 205 050 (24-hours)
<b>Health &amp; Safety Authority</b>	1890 289 389