Kilcroan National School Afterschool

Health & Safety Statement

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Document Author:	**Kilcroan NS – Cian Boyle**
Document Approved:	**Cian Boyle**
Person(s) responsible for developing, distributing and reviewing Policy	**Cian Boyle**
Person responsible for approving Policy	**Cian Boyle**
Method of communication of policies to staff (email / hard copy / induction training)	**Email**
Method of communication of policies to parents/guardians (full policies via email, hard copy)	**Email and hard copy available in service**
Method of communication of policies to Children in the Service	**A Child Friendly Version of this policy is available in the Service**
Method of communication of policies to Stakeholders (full policies via email, hard copy)	**Stakeholders*** **

Kilcroan N.S. Afterschool Policies & Procedures

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Number of Pages:	**12**

This Statement is developed in accordance with the Child Care Act 1991 [Early Years Services] [Registration of School Age Services] Regulations 2018.

This Statement is available and communicated to parents, staff and relevant stakeholders. It is also available in child friendly format to school age children in the Service. Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

Introduction

1.1 The purpose of the Safety, Health and Welfare at Work Act 2005, is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employees in all types of work and embraces all the activities in Kilcroan NS After School Service.

1.2 In compliance with the Act, the service named has prepared a written Safety Statement describing the employer arrangements and the employee cooperation necessary to achieve this purpose. In addition, the Safety Statement outlines Kilcroan NS After School Service's policies on occupational health and safety matters and defining the necessary management structure for the implementation of these policies. Specific health and safety issues of relevance to Kilcroan NS After School Service as a whole are detailed in this safety statement.

1.3 In compliance with the Safety Statement, Kilcroan NS After School Service has prepared our own local safety statement, documenting our own hazards, risks, risk control protective and preventive measures and resources for ensuring a safe and healthy work environment.

1.4 This Safety Statement is aimed at protecting employees, children and visitors from potential injury or ill-health arising from our work activities.

1.5 This Safety Statement will be updated as necessary in light of new legislation, staff feedback, childcare structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.

1.6 This Safety Statement is available to Management and to all employees, visitors at Kilcroan NS After School Service.

Kilcroan N.S. Afterschool Policies & Procedures

Statement of Safety, Health & Welfare at Work Policy

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

2.1 The policy of is, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all our employees and further to ensure that persons not in our employment, who may be affected by the work activities are not thereby exposed to risks to their safety and health.

2.2 Kilcroan NS After School Service recognises our express responsibilities under Section 8 of the Act, will provide the necessary resources, structures and procedures required to safeguard our staff and visitors against the risks arising from activities in our workplace.

2.3 Kilcroan NS After School Service considers that it is the strict duty of all staff to conform to childcare safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

2.4 In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with Kilcroan NS After School Service Framework Safety Statement. The Framework Safety Statement is available from management on site.

2.5 Staff who fail to cooperate with safety procedures may be subject to the normal disciplinary procedures.

2.6 Kilcroan NS After School Service welcomes feedback from staff regarding any aspect of this document or any other health and safety concerns.

2.7 The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually.

2.8 Identified protective and preventive measures are implemented and maintained.

2.9 Improper conduct likely to put an employee's safety and health at risk is prevented.

2.10 A safe place of work is provided, which is adequately designed and maintained. A safe means of access and egress is provided. Safe plant and equipment are provided. Safe systems of work are provided. Risks to health from any article or substance are prevented. Appropriate information, instruction, training and supervision are provided Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury Emergency plans are prepared and revised Welfare facilities are provided and adequately maintained. Competent personnel to advise and assist in securing the

safety, health and welfare of our employees are employed when required.

Kilcroan NS After School Service wishes to ensure that as far as is reasonably practical:

♦ The design, provision and maintenance of all places in the afterschool classroom shall be safe and without risk to health.
♦ There shall be safe access to and from places of work.
♦ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
♦ Plans for emergencies shall be complied with and revised as necessary.
♦ This statement will be continually revised by the Board of Management of the School 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 **Kilcroan NS After School Service** recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of **Kilcroan NS After School Service** 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:
(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, protective clothing, any suitable appliance, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
(d) To report to the Board of Management of the school 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.

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).

Consultation and Information
It is the policy of the Board of Management of **Kilcroan NS After School Service** to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

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.

Fire
It is the policy of the Board of Management of **Kilcroan NS After School Service** that:

	Timeline	Person Responsible

(i) The Board of Management of the school 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.	Annually checked and serviced.	Kilcroan NS BOM
(ii) The person in charge will ensure a fire drill shall take place at least once a term.	Termly	Cian Boyle
(iii) Fire alarms shall be clearly marked.	Annually checked	Kilcroan NS BOM
iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.	Annually checked	Kilcroan NS BOM
v) 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.	Checked daily	Cian Boyle
(vi) Assembly points are clearly marked outside the school building.	Annually checked	Kilcroan NS BOM
(vii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.	Checked daily	Cian Boyle
(viii) The Principal of the school, in cooperation with the person in charge shall be responsible for fire drills and evacuation procedures in the **After School Service.**	Termly	Cian Boyle
(ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.	Annually checked	Kilcroan NS BOM

RISK Assessment:

The following risks/hazards (in so much as can be identified) are considered by the Board of Management of **Kilcroan NS After School Service** to be a source of potential danger and are brought to the attention of all concerned.

What are the Hazards?	Who is at risk?	Level of Risk	Current Controls	Additional Controls	Action by whom and by when?
Slips, trips and falls	Everyone	Medium	* 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. * Spills are cleaned up immediately. * Mats are properly located, fitted and secured * Good house-keeping practices are in place and are maintained *Precautionary notices, in respect of safety matters are displayed at relevant points. * Care must be taken when using ladders. *Adequate lighting is provided. *Person in charge will check that equipment is stacked securely and in positioned so as not to cause a hazard. * The condition of all toys and play equipment will be	* Trailing cables and leads are rerouted, removed or secured.	Monitored by Cian Boyle Board of Management of the school.

			regularly checked and maintained. * An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. The school Board of Management Safety Officer and Staff Safety Representative will ensure this takes place annually. * Check that wooden beams, benches etc. are free from splinters and generally sound. * Check that benches are stable and do not wobble when in use. * Check that floors are clean, even, non-slip and splinter-proof * Check that there are no uneven/ broken/ cracked paving slabs.		Caretaker of the school under Board of Management.
Chemicals:	Everyone	Medium	* All chemicals, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area in the school Staffroom, and protection provided to be used when handling them. * All drugs, medications, etc be kept in a safe place out of the reach of children in accordance with the service Medication policy.		Board of Management of Kilcroan NS.

Child Welfare: 1) Using Toilets – 1 Boys toilets 1 girls toilets - located just outside the room.	Pupils	Low	* Children will tell room leader if attending the toilet this will be managed by others who require the toilet at the time – service have a toileting policy in place- no more than 2 at a time will attend the toilet , room leader will supervise toilet attendance for younger children.		Cian Boyle
2) Infection Control	Everyone	Medium	* The After School Service has an Infection Control Policy in place. * All infectious diseases shall be notified and steps ta All staff members, parents and pupils are familiar with the Infection Control Policy. * PPE is worn correctly, as outlined in the Infection control policy. * Check that refuse is removed from building each day and is carefully stored outside. Toilets shall be provided at all times with an adequate supply of water, soap, paper towels.		Cian Boyle Cian Boyle
	Pupils	Low			

3) Snacks and drinks	Pupils	Low	* Cold snacks only or fruits brought provided by parents/guardians, stored in fridge on site, from the morning. * Access to clean drinking water in room available throughout attendance; bottles filled by adults only to avoid spills.	* Members of staff of the After School Service shall be given First Aid training. * Children do not use glass bottles. Remove broken glass immediately on discovery.	Cian Boyle
4) Rest time			* Rest area for quiet time will be provided for the children – cushions and soft mats wiped and cleaned daily.		Cian Boyle & Sarah Burke
5) Emergencies/ Critical Incidents			* Procedures for dealing with emergencies – Kilcroan NS Critical Incident Plan.) Contact details of emergency Services named. * All staff are made aware of Arrangements for giving first aid, Location of first aid boxes. * An Accident Report File is to be maintained for the recording of all accidents and incidents. *First Aid Boxes checked regularly and stock of sticking plasters, Antihistamine for Stings, etc, Tape, Disinfectant (e.g.) Savlon, Antiseptic cream, Cotton Bandage, Cream for First Aid treatment of Burns, Antiseptic Wipes, Scissors, First Aid Chart should be maintained. (Disposable gloves must be used		Safety Officer Kilcroan NS Board of Management Critical Incident Team appointed by Kilcroan NS Board of Management Cian Boyle

Entering and exiting Building	Pupils	Low	at all times in administering First Aid). * Collection and Drop off policy in place. *parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds		Cian Boyle

Revision of This Safety Statement
This statement shall be regularly revised by the Board Of Management of Kilcroan NS After School Service in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed: Fidelma Croghan **Date:** 28/5/2025

Name:

Name of Person Approving Policy and Safety Statement