

Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Scoil San Nioclas to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. Provide information, training, instruction and supervision when necessary to enable staff to perform their work safely and effectively;
- c. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e. Consult with staff on matters related to safety, health and welfare at work;
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this Occupational Safety, Health and Welfare Policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Patricia Moore (Chairperson, Board of Management)

Date: 27/9/2023

Safety Statement - Scoil San Nioclás

- Staff Safety Representative
- Board of Management Safety Representative

Deirdre O'Shea

T.B.C.

The Board of Management, in consultation with the teaching staff, has detailed the following arrangements for safeguarding the safety and welfare of the school community. This policy will be reviewed, by the Safety Representatives annually.

The Board of Management recognises that their statutory obligation, under legislation, extends to employees, pupils, anyone legitimately conducting school business and to the public.

The Board of Management will provide each member of staff with a copy of this Safety Statement and will convey any additional information and instructions regarding health, safety and welfare as it becomes available.

The Board of Management, in consultation with the teaching staff, have identified the following areas of school life and their implications for health and safety:

- a. Activity outside the classroom
- b. Activity inside the classroom
- c. Restricted areas
- d. Fire Evacuation Plan
- e. First Aid
- f. Security
- g. Hygiene
- h. Ancillary Staff
- i. Covid-19

A. Activity outside classroom

Supervision of pupils begins at 9:00 and ends at 15:20. The main doors are open at 9:00 and children are allowed to enter. A rota for supervision during break times is in operation, involving all members of teaching staff and SNAs. Teachers will exercise prudent judgement and will bring to the notice of the principal any matter requiring corrective action.

The following have been identified as sources of potential hazard and will be brought to the attention of all concerned:

- Wet floor areas: non-slip mats will be provided at all entrances
- Hot Liquids: All staff will take due caution when handling hot liquids and will use travel mugs when taking hot liquids beyond the staffroom.
- Steps: children must walk up/down steps at all times. Nosing on steps at side entrance to be painted yellow regularly with non-slip coating.

- External Doors: hooks will be secured on all external doors during break times to prevent sudden banging
- Hand Rails: sitting on or swinging on bars surrounding the yard and steps is prohibited.
- Ladders: a ladder must only be used with another person's assistance
- Yard Surfaces: the caretaker will bring to the immediate attention of the principal any uneven/cracked/broken surface
- Boiler house and storage sheds: to be kept locked
- Incident Sheet: an account of an accident to be entered into the Incident Book will include:
The name of the injured child
The name of the teacher on duty
The time and place of incident
The nature of the injury
First Aid administered

B. Activity inside the Classroom

- Children must walk at all times in the classroom.
- Classroom furniture will be routinely checked for damage/fault.
- All electric leads will be tidied away when not in use.
- All electrical equipment shall be left unplugged when not in use. Each teacher will be responsible for unplugging equipment in his/ her own classroom. The principal or the last person to use it will unplug the equipment in the office.
- All schoolbags and trugs will be hung on hooks or kept under desks to avoid obstructing passageways between desks

C. Restricted Areas

- Only vehicles of staff members may park in the area between the lower school gate and the entrance to the basketball court. Buses and all other vehicles will park adjacent to the main front gate of the school. *Bus only* space must be kept clear for buses.
- Pupils may only go onto the public road and into the area around the lake under the supervision of a member of staff.
- Climbing onto any roof is strictly prohibited.

D. Evacuation Plan:

- All fire extinguishers will be serviced regularly by an authorised agent.
- Exit signs will be clearly visible on all external doors.
- All doors shall be kept clear of obstruction.
- Fire assembly points will be clearly marked.
- Fire drills will be carried out, at random, during each school term.
- Each teacher will instruct their own pupils in the operation of a fire drill.
- To signal a fire drill or emergency evacuation the teacher who becomes aware of the situation will activate the alarm, which is mounted on the wall adjacent to the Infant classroom.
- Pupils will leave the building as follows:
 - a. Infants: Use exit C, walk to the Fire Assembly Point at the bottom of the steps.
 - b. 6th Class: Use Exit A, walk to Assembly Point A on the lawn, inside the wall, next to the road.

- c. Sonias: Use Exit D from their unit and proceed to Assembly Point D beside the wall.
- d. 3rd & 4th Classes: Use Exit B, turn right and assemble at zone B (entrance to GAA pitch)
- e. 1st & 2nd Classes: Use Exit B, walk to Assembly Point F (beside gate to school field)
- f. Resource: Use Exit A, walk to Assembly Point A on the lawn, inside the wall, next to the road and join 5th & 6th Classes.
- g. 5th Class: Use Exit D (front door) walk to Assembly Point D on the lawn, inside the wall, next to the road.
- The Principal will telephone the relevant authorities, i.e. Fire Brigade, Gardai.
- Principal will collect attendance folder from secretary's office.
- As children are leaving the building teachers must check toilet areas to ensure no child is still on the premises

E. First Aid:

- Staff members will administer First Aid to pupils when deemed necessary.
- First Aid box will be kept in the staff-room.
- Slight cuts and abrasions will be cleaned with cold water and lint.
- Disinfecting solutions will not be used in case of allergic reaction.
- A defibrillator is positioned on the school building. Staff avail of training as necessary.
- Anaphylactic reaction: All staff have been trained by a paramedic in the correct and immediate procedure to follow should a pupil have an allergic reaction
- Parents of all pupils will be asked for written consent to allow the teacher seek medical advice or call an ambulance if necessary in the absence of the parent.

F. Security

- Access by the public to the school is by the main entrance, adjacent to the Secretary's office. Any person entering the school is required to identify themselves to the Principal or Secretary.
- Any parents/guardians collecting children before the end of the school day must sign the form outside the Secretary's office.
- Any person wishing to speak to the Principal or member of staff must make an appointment in advance.
- In the event of a child being collected by a person other than a parent/guardian, the Principal or class teacher must be informed in advance by letter/email or telephone.
- All children must be collected from the school premises by 3.15 p.m.

G. Hygiene

- Good hygiene practice is essential for the health and welfare of all pupils and staff.
- Each teacher will train the pupils in their class in good hygiene practice.
- Hand dryers and soap is provided in all bathrooms.

H. Ancillary Staff

- The caretaker has attended "Work Safe" training with Synergy Risk Management.
- The school uses the services of contract cleaners whose staff have completed health and safety training.
- All cleaning products are kept in a locked sluice room.

- The caretaker will regularly check if there is a defect in:
 - a. Yard surface
 - b. Outside lighting
 - c. Guttering and drainpipes
- Any contractor entering the premises will be given a copy of the school safety statement and must adhere to it.

I. Covid-19

- Pupils and staff will sanitise hands regularly throughout the day
- Hand sanitiser dispensers are positioned at the entrance to each classroom.
- School desks will be sanitised before eating at both breaks.
- Pupils and staff will not attend school if they show any symptoms associated with Covid-19.

This Safety Statement was ratified by the Board of Management on 27th September, 2023 and will be reviewed annually.

Signed: Kathleen Moran (Chair, Board of Management)

Date: 27/9/2023