

# *Scoil Naomh Eoin*

Killenard, Portarlinton, Co. Laois, R32 F782.

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**Principal:** Stephen Donovan

**Deputy Principal:** Anne T. Hillery

## **Safety Statement**

### **Introduction:**

The Board of Management of Scoil Naomh Eoin charged with the direct governance of the school, revised this "Safety Statement" during the school year 2022/23 in accordance with the requirements of -

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007,
- Relevant European Legislation
- The Children's Act 2001
- Education for Persons with Special Needs Act 2004
- Disability Act 2005
- Fire Services Act 1981 and 2003
- Occupier's Liability Act 1995

In doing so, the Board is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children. "Health & Safety" within the school is and always has been an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

### **Safety Statement**

#### ***Safety Is A Journey Not A Destination***

The Board of Management brings to the attention of its staff the following arrangements for safe-guarding the safety, health and welfare of all students and of all 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 on behalf of the Board of Management by the Staff Safety Representatives including Mr. Stephen Donovan, Ms. Siobhan McEvoy and Mr. John Finlay, who will then liaise with the Board of Management Safety Officer, who will in turn present a report to the Board.

The Board of Management of Scoil Naomh Eoin wishes to ensure that as far as is reasonably practical:

- The design/provision/maintenance of all places in the school shall be safe & without risk to health.
- There shall be safe access to & from places of work.
- Plant and Machinery may be operated safely in so far as possible.

- Work systems shall be planned, organised, performed & maintained so as to be safe & without risk to health.
- Staff shall be instructed & supervised in so far as is reasonably possible so as to ensure the health & safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety & health at work of its employees.
- Plans for emergencies shall be complied with & revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises.
- Staff/employees shall be consulted on matters of health and safety.
- All records of accidents/incidents 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/incidents and ill-health.

## **Roles & Responsibilities:**

### **Board of Management**

The Board of Management takes ultimate responsibility for:-

- The safety, health and welfare of all students/staff/employees.
- The provision of both financial and personnel resources to maintain the safety policy.
- The periodic review of the safety policy.
- The insurance that responsibility is properly assigned and accepted at all levels.

### **School Principal Mr. Stephen Donovan**

In accordance with Section 15 of the Safety, Health and Welfare at Work Act 2005, Mr. Stephen Donovan Principal has overall responsibility for -

- The implementation of the safety policy
- Co-ordinating the efforts of teachers and other employees in working towards achieving the schools' objectives
- Liaising with the Chairperson of the Board of Management and staff in relation to health & Safety issues.
- Ensuring that this policy on Health & Safety is established, understood and accepted at all levels.
- Ensuring that all equipment is suitable and in compliance with statutory safety requirements.
- Ensuring that competent staff trained and informed on Health & Safety matters are available at all times.
- Ensuring that all teachers are suitably informed in relation to Health and Safety
- Continually developing best practices to ensure as far as is reasonably practicable, the safety, health and welfare of all employees.
- Advising and assisting on matters relating to safety, health and welfare of all teachers and students
- Liaising with government bodies and other experts in the Health & Safety arena on matters pertinent to safety, health and welfare.
- Ensuring that all new staff/employees receive appropriate instruction and information
- Keeping a record of all accidents and incidents.
- Stopping any operation where there is an immediate danger of injury to any teacher or student.
- Ensuring that safety inspections are carried out periodically and that the findings are recorded.

- Ensuring that recommendations following a safety inspection are acted upon.
- Investigating accidents/incidents promptly and finding out the cause, with a preventative aim.
- Ensuring that the safety statement is continually updated to reflect changing circumstances.
- Ensuring that teachers within their own class are aware of the proper actions to be taken in case of an emergency.
- Ensuring that good housekeeping standards are maintained and safe access and egress is a priority
- Ensuring that adequate supervision is available at all times particularly where students are concerned.
- Considering and supporting any reasonable representation about Health and Safety issues from students within their classroom.
- Assisting the Staff Safety Representative during the safety inspections.
- Ensuring that equipment is safe and without visible defects and that safety devices are intact and operational.

### **Duties of Staff/Employees:**

It is the duty of every member of staff/employee while at work:

- To take reasonable care for his/her own safety, health & welfare, & that of any person who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer & 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 his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Board of Management 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.
- Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

### **Staff Safety Representatives – Ms. Siobhan Byron McEvoy and Mr. John Finlay**

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, Scoil Naomh Eoin recognises the right of all employees to elect a Staff Safety Representative and also recognise the duties and rights attached to such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- A safety representative has the right to information as is necessary to ensure the health and safety of students/staff/employees at the place of work.
- The Safety Representative has the right to make representation to the Board of management on any aspects of health and safety.
- Along with the Principal and the Board Safety Officer shall carry out safety inspections with prior consent and agreement.
- Investigate potential hazards and complaints made by parents/students/ teachers or employees.

## **Independent Contractors**

All independent contractors and self-employed persons entering Scoil Naomh Eoin must first report to the school secretary. They will be required to have their own safety statement and insurance details prior to entering the premises. They must also furnish the school principal with these documents before beginning whatever work they are contracted to complete.

- Contractors must comply with the Safety, Health and Welfare at Work Act 2005, The Construction Regulations 2006 and the General Application regulations 2007.
- Contractors must be made aware of Scoil Naomh Eoin's safety statement and must be in possession of their own.
- Contractors must be adequately insured
- Contractors must use their own equipment, which must meet the standards required by the Safety, Health and Welfare Act 2005
- Contractors must take reasonable care of their own safety and that of their employees, sub-contractors and others affected by their work.
- Contractors must use any personal protective equipment, devices, or clothing necessary. Failure to do so will result in breach of contract agreements.
- Contractors must report all accidents or incidents to the Principal
- Contractors must be aware of emergency procedures.
- Contractors must use only competent and suitable persons for the work performed.
- Contractors must complete all work satisfactorily and ensure that all areas worked on are left in a safe condition after work is completed.

## **Consultation and Information**

It is the policy of the Board of Management of Scoil Naomh Eoin to consult with staff re safety audits, to make available a copy of the Safety Statement to all present and future staff, and to convey any additional information or instructions regarding health, safety & welfare at work to all staff as it becomes available. Health, Safety & Welfare at work will be considered in relation to future staff training and development plans.

## **NQT's**

It is the policy of Scoil Naomh Eoin to educate, train, inform and instruct all new teachers on health and safety issues before commencing teaching, and to make them aware of the risks and the hazards

## **Identification of Hazards and Risk Assessment**

Scoil Naomh Eoin is committed to identify hazards and to make suitable provisions for the elimination or reductions of those found to be present. Teachers and ancillary staff (Caretaker, Secretary, and Cleaners) are requested to conduct a periodic safety check of their work areas / classrooms and to effect or to request immediate corrective action. This will involve inspection of the school, examinations of the work place, equipment and procedures. Any staff / visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Principal. This recommendation equally applies to the Caretaker, Cleaners and to the Secretary.

**Definition of a Hazard:**

A situation with a potential for human injury, damage to property, damage to the environment or a situation with a combination of all three. 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 & appropriate procedures will be put in place to cope with them.

All hazards shall be eliminated in so far as resources & circumstances allow.

**Definition of a Risk:**

The likelihood of an undesired event occurring and the likelihood, great or small, that someone or something will be harmed by a hazard.

<b>Hazards - Fire</b>	<b>Risks - Fire</b>
<ul style="list-style-type: none"> <li>➤ Faulty Electrical equipment</li> <li>➤ Smoking</li> <li>➤ Improperly stored flammable materials</li> <li>➤ Lighted candles</li> </ul>	<ul style="list-style-type: none"> <li>➤ Burning</li> <li>➤ Smoke inhalation</li> </ul>

**Control Measures**

It is the policy of the Board of Management of Scoil Naomh Eoin that:

- All students and employees are made aware of the emergency evacuation procedure (Fire Drill). Emergency evacuation procedures are posted throughout the building. Signs are clearly visible to ensure that visitors are aware of exit doors and routes. Assembly areas are designated outside of the building, and the location specified.
- Emergency evacuation / Fire Drills take place at least once per term
- Fire doors are fitted throughout the building and all passageways and exits are kept clear. Exit signs are clearly marked.
- A fire alarm is present, monitored and checked quarterly. The fire alarms zone chart is displayed in the schools entrance hall.
- There is an adequate supply of fire extinguishers available, suitable for the type of fires likely to occur in each area, is, which are regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use. Access to fire fighting equipment is kept clear at all times. Fire extinguishers are inspected, serviced and certified by a registered contractor on an annual basis.
- Electrical Appliances - Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent maintenance person, the supplier or his agent.
- All areas must be kept clear of rubbish or combustible materials. 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.
- All flammable materials such as chemicals and dry goods will be stored in areas with a low risk of a fire source. Label all flammable products. 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 secure area, and protection provided to be used when handling them. Store solvents and cleaners correctly and in their correct containers.
- Smoking is prohibited. It is the policy of the Board that the school building and grounds shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.
- The Fire Hydrant is located at the front of the building.

- Fencing is in place in order to secure the premises to reduce the risk of unauthorized people entering which may cause a fire by accident or by design
- Teachers are responsible for their own classroom. Each teacher must ensure that the exit from her/his classroom is kept clear.
- The secretary and Principal are responsible for the offices.
- The Staff room is every teacher's responsibility.
- The Staff Safety Representative shall be responsible for organising and recording fire drills.
- All recommendations made by the Fire Officer in addition to these provisions shall be implemented.

### **Further Fire Precautions**

#### **Emergency Lighting and Exit Signs:**

At the beginning of concerts, large meetings or whenever crowds are assembled in the PE Hall the Principal or representative (in her absence) ensures that attention is drawn to the location of the Emergency Lighting and Exit Signs and Doors. This warning should be repeated at intermissions.

**Water Mains:** The water controls are in the boiler room. The Principal, the Caretaker & the Deputy Principal, are all aware of their locations.

**Location of Fire Extinguishers:** Map on display in front hall.

There is a Fire Point inside each external door

#### **Fire Drill Organisation - see appendix (ii)**

<b>Hazards - Slips, Trips and falls (Access &amp; Egress)</b>	<b>Risks - Slips, Trips and falls (Access &amp; Egress)</b>
<ul style="list-style-type: none"> <li>➤ Inadequate access to the Workplace</li> <li>➤ Blocking of access ways with equipment.</li> <li>➤ Wet, slippery or broken flooring.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Personal injury due to slips, trips and falls</li> </ul>
<b>Control Measures</b>	
<ul style="list-style-type: none"> <li>➤ Define all doors, access routes and walkways and ensure they are kept clear of obstructions.</li> <li>➤ All floor surfaces must be kept in a clean undamaged condition as is reasonable practicable.</li> <li>➤ Appropriate anti-slip flooring is installed throughout.</li> <li>➤ Wet mats are placed at all entrances.</li> <li>➤ Every staff member/employee is responsible for ensuring that his/her workplace is kept clear of slipping or tripping hazards.</li> <li>➤ Ensure all materials are stored safely.</li> <li>➤ Waste materials must be disposed of immediately to appropriate skips or recycling areas located at the rear of the school.</li> <li>➤ The leads from office / visual display equipment may not be allowed to trail on the</li> </ul>	

floor where someone may trip over them.

- Running and horseplay within the building are strictly prohibited.

<b>Hazards - Unauthorised Access</b>	<b>Risk - Unauthorised Access</b>
<ul style="list-style-type: none"> <li>➤ Persons intentionally or accidentally intruding on the site.</li> <li>➤ Theft</li> <li>➤ Arson (See Fire)</li> <li>➤ Abduction</li> </ul>	<ul style="list-style-type: none"> <li>➤ Intruders may cause harm to themselves, employees or children</li> </ul>
<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>➤ The premises are enclosed by fencing to discourage trespass.</li> <li>➤ Regular checks of outside lighting are in place to make sure it works and is sufficient.</li> <li>➤ CCTV cameras are in place; these are stored on disc for reference purposes.</li> <li>➤ The entrance to the building has a buzzer system for access.</li> <li>➤ The school gates are securely locked when the school is not in use.</li> <li>➤ A burglar alarm has been fitted.</li> <li>➤ All staff members/employees are responsible for monitoring the school grounds to ensure that any persons entering will be politely challenged as to their authorisation.</li> </ul>	
<b>Hazards - School Outings / Bus trips / Supervision</b>	<b>Risks - School Outings / Bus trips / Supervision</b>
<ul style="list-style-type: none"> <li>➤ Collision with another vehicle</li> <li>➤ Collision with a cyclist/pedestrian(s)</li> <li>➤ Vehicle overturning</li> <li>➤ Losing the control of the bus whilst driving</li> </ul>	<ul style="list-style-type: none"> <li>➤ Serious injury.</li> <li>➤ Collision</li> </ul>
<p><b>Control Measures</b></p> <ul style="list-style-type: none"> <li>➤ Only fully licensed and authorised drivers are allowed to drive vehicles with passengers on board.</li> <li>➤ Details of driving licence must be supplied to School Administration and regularly updated if necessary.</li> <li>➤ All passengers travelling on the bus must be seated and must use the seat belts provided</li> <li>➤ It is Scoil Naomh Eoin policy that only one person per seat is allowed on its buses/mini-buses.</li> <li>➤ The bus/mini-bus is regarded as an extension of the school. Therefore the rules and regulations and Code of Discipline that apply in a school, that are reasonably operable on a bus/mini-bus, also apply to all students on the bus/mini-bus</li> <li>➤ If a driver considers that a particular student poses a considerable risk or danger to other students on the bus then s/he should inform their Principal or person in</li> </ul>	

The following hazards were also identified and were considered by the Board to be a source of potential danger.

- **Electrical Appliances** - Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent maintenance person, the supplier or his agent. Before using any appliance, the user should ensure 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.
  - Appliances are unplugged when not in use.
  - Suitable undamaged fused plug tops are used and fitted with the correct fuse.
  - Guidelines issued by the Health and Safety Authority are followed.
  - All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.
- **Drugs and Medication:** It is the policy of the Board of Management of Scoil Naomh Eoin that all drugs, medications, etc be kept securely in First Aid Cabinet in the staffroom which is only accessible by members of staff. Medicines administered only by trained and authorised personnel. (see Policy on Administration of Medicines)
- **Highly Polished Floors:** It is the policy of the Board 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.
- **Broken Glass:** The Board of Management shall minimise the danger arising from broken glass. Glass bottles are forbidden. Remove broken glass immediately on discovery Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed. Check that all play areas are kept clean and free from glass before use.
- **Visual Display Units:** It is the policy of the Board that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.
- **Infectious Diseases:** It is the policy of the Board 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, paper towels, toilet paper and a facility for the safe disposal of waste.
- **Guillotine** – only teachers are allowed to collect/return and use the guillotine
- **Ladders** must be used with another person's assistance.
- **Icy surfaces on a cold day** – Main walk walkway to main and side entrances of the school are salted. Attention is drawn to the possibility of outside surfaces and drainage channels being affected by frost in cold weather. Check that there are no uneven/broken/cracked paving slabs. Check that manholes are safe. Children remain inside on days when the yard is icy.
- **P.E. equipment** - The Principal and Mr. Brian Davis - with responsibility for PE, will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard & that P.E. Hall is left in a tidy condition. Check that all PE and other mats are in good condition. 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.

- **Activities outside the classroom**, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- **Activities inside the classroom**, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.

### **Classroom and Internal Rules:**

- Follow instructions given by Teachers and/or Principal, at all times.
- Sit properly on chairs, all four legs on the floor.
- School bags under tables, neatly stored
- Walk ways in classrooms must be kept clear.
- Hang all coats, jackets, gear bags etc on hooks, in class store rooms.
- During wet days, pupils must sit during break and/or lunch break-no moving around room allowed.
- No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
- Use all classroom and P.E. equipment, according to teacher's instructions.
- If in the PE hall on wet mornings, students must only walk around or sit on benches.
- Never bang a door closed – be mindful of others.
- When moving around the school, always walk, never run.
- Walk in single file on the right hand side of the corridors.
- Watch where you are going – don't look behind you while walking.
- At all times, think of your own safety and the safety of others

### **Wet Day Rules:**

- Stay seated at all times.
- No rulers or any other dangerous implements in students' hands.
- Only go to toilet with teacher's permission, except in case of emergency.
- Desktop Computers switched off
- Pre-arranged groups for activities before teacher leaves the room.
- Sit down properly – four legs of chair on floor at all times.

### **Yard Rules:**

- Play safely – no rough play or "pretend fighting".
- Stay in designated area of the yard.
- Stay off the grass during inclement weather.
- Don't enter the school without permission or a "peg".
- Report any problems/incidents to the teachers on yard duty.
- No swinging off basketball stands.
- No swinging out of coats/hoods.
- No throwing of clothes, hats, school-bags, shoes pebbles, etc.
- Only foam balls allowed on tarmac.
- School bags are left along the perimeter of the yard to facilitate safe play from 9-9.20 a.m.
- If a ball goes into the car-park the teacher on yard duty must be told. **Do not** go out after the ball.

- No jumping over school-bags

### **Astropitch Rules:**

- Do not swing from crossbars.
- Do not run off pitch onto tarmac while wearing football boots.
- Do not leave gear bags on pitch.
- Enter and leave the pitch via the assigned walkway only.

### **Hazardous Areas for Children:**

- The Caretaker's Store Room
- The Boiler House.
- The Cleaner's Room opposite Room 2.
- The Staff Room
- The Strong Room
- The Servery in PE hall
- The Car Park

These areas shall be strictly **out of bounds** for children at all times except when accompanied by a teacher. The Cleaners' Store Room and Boiler House shall be kept locked at all times. Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., Hoover, computers, radios etc. Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.

### **Access to School:**

Anyone entering the school premises shall be required to come to reception and identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any tradesperson must make direct contact with the Principal before initiating any work on the premises and shall be made aware 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 parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the front of the school and the gate leading into the staff car-park should never be blocked by parked cars. This is to facilitate emergency services such as Ambulance, Fire Brigade and also to ensure the safety of the Children when entering and leaving the school grounds.

### **Collecting Children:**

Parents are not allowed to drive cars into the staff car park when delivering or collecting their children. Cars are advised to drive slowly when collecting children. Those parking outside the school grounds are advised to accompany children to and from the school premises. All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day and be signed out at reception. Children who become ill during the day must be "signed out" by parent/guardian, when being collected. This record is kept in the office by the school secretary.

**N.B.** Children will **never** be allowed to walk or cycle home on their own, during school hours.

They must always be collected by parent/guardian or named other.

### **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. 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, paper towels, soap and sanitary disposal facilities must be available. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary staff are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

### **Cleaning the School (Hygiene):**

One cleaner plus the caretaker are employed and they are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of floors, sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation. When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker or/and the Principal. They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade /Ambulance if necessary.

### **Members of staff and students are reminded:**

**A person who is under medical supervision, pregnant 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 or 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. 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.

### **First Aid:**

#### **Notices are posted in the secretary's office and first aid station detailing:**

- location of first aid boxes,
- Each member of staff is supplied with a first aid pack for yard duty.
- medical file with telephone numbers of local Doctor, Gardaí, Hospital

All incidents, no matter how trivial, whether to staff/employees or to students or to members of the public must be reported immediately. 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.

The Assistant Principal Ms. Michelle Finn will see that there is a properly equipped First Aid Box available to staff at all times.

## **Location of First Aid Boxes:**

**(1)** Servery in PE Hall : **(2)** Staffroom

At Scoil Naomh Eoin our teachers are professional people trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur. In the event of an accident it may be necessary to administer First Aid. Generally each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. It is school policy to hand over an injured child as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, the deputy Principal, or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to the doctor.

### **Safe Work Practice Sheet**

- Cleaners must wear gloves when wringing out wet mops & handling detergents to prevent dermatitis.
- Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- The Caretakers must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- The Caretakers must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
- All staff members and all other employees are acquainted with the location and use of fire-fighting equipment.
- Staff/employees do not use step-ladders or other ladders without the assistance of a colleague.
- Staff/employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- Staff/employees should never stand on chairs which are placed on tables
- Staff/employees report defective equipment to the Principal.
- Staff/employees report incidences of uncollected refuse.
- Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...
- Teaching Staff or other employees must carry all hot liquids in a travel cup with lid on.

### **The Caretaker and Safety**

- The school caretaker shall lock all external doors as near as possible to 3.00p.m. each evening.
- He shall check that all windows are securely locked each evening.

- He shall check that all electrical equipment i.e. kettles, laminators, photocopier, hot water switches, burco boiler, computers, interactive whiteboards etc are switched off.
- He shall ensure that weed-killers, insecticides are never left in a prominent or easily accessible position.
- He shall check and keep the boiler house and oil/water tank house locked **at all times.**
- He shall check that there is an adequate supply of Heating Oil in the tank at all times.
- During exceptionally frosty weather, he shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
- The caretaker shall make himself familiar with all fire controlling equipment on the premises; know where it is located and how to use it.
- He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
- He shall ensure that all **Exit Doors** are kept clear during Concerts, Sales of Work, Meetings etc. **Exit** doors must always be open.
- Along with the Principal, he shall check, at regular intervals that the Fire Alarm System is in working order.
- The Caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.
- He shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
- He shall familiarise himself sufficiently with the school's **Safety Statement** and especially with those parts which are relevant to his own position.

This Safety Statement has been prepared with reference to conditions existing on the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in Scoil Naomh Eoin, Killenard.

### **Revision of This Safety Statement**

This statement shall be regularly revised by in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

### **Ratification and Communication**

**The Board of Management ratified this policy on the \_\_\_\_\_.**

**Signed: \_\_\_\_\_ (Chairperson, BOM)**

The policy is communicated to the members of the BOM and school personnel. It is available to the wider school community through the school website. All policies are available for inspection in the school.

## Appendix 1

### Fire Drill Organisation 2022/2023

#### Rules for Fire Drill

- Fire Drill Warning- When fire bell sounds there should be silence.
- Evacuation: The teacher is in sole charge of his /her own class
- Each class exits in single file in silence.
- Walk. Do not run. Listen quietly to directions.
- Stay with your group.
- Teacher leaves last, making sure the classroom door and windows are closed.
- Teacher should bring laminated class list.
- Children in SET rooms will be escorted to class group by SET teacher.
- Assembly Points – Astroturf number corresponding to room number.

#### Exit Routes:

- Classrooms 1,2 and 3 use back EXIT beside Room 1
- Classrooms 4 and 5 use their own exit doors.
- Classrooms 6, 7 and 10 use exit door in the PE Hall.
- Classrooms 8 and 9 use their own exit doors.
- Special Education Mr.Kavanagh use exit beside computer room
- Special Education Ms. O’Sullivan ,Ms. Finn and Ms.Fitzpatrick use the front exit.
- Special Education Ms. Hillery use exit door in the PE Hall.
- Classrooms 11 and 12 use the exit door opposite room 12-to middle yard.
- Classrooms 13,14, 15 & 16 use the exit at Room 16.
- If students are in PE hall, use the PE hall emergency on the side of Room 10.
- S.N.A.’s to exit with their designated children at time of drill.
- Principal & Secretary will check building for children doing messages etc and take them outside to their teachers.
- Caretaker to check the fire location.

**Assembly:** When pupils arrive at assembly points, they should line up at their designated point. The teacher will then call the roll and report the findings to the Principal. If a child is missing his/ her class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

**Appendix 2**  
**General Identification and Assessment of Hazards in Scoil Naomh Eoin**

<b>Hazard</b>	<b>Location</b>	<b>Risk</b>	<b>Action</b>	<b>In place Checked</b>
Mats at exit doors	Exits	Children may trip over them	Make sure all mats sit down fully with no corners sticking up	
uprights/crossbars	Pitch	Falling down or Children swinging  Risk of head injury	Repair if faulty or rotten Children are never allowed swing on uprights or crossbars Goalposts and uprights fitted with safety padding	
Following balls into car-park or onto main road	Senior Yard/Pitch	Get knocked down and injured	Permission must be sought by student to retrieve ball from car-park	
Pitch	Astroturf	Getting hurt if one falls	Stay off pitch until surface is suitable Wearing of suitable footwear No jumping of fences	
Chairs	Classroom	Swinging Falling Off	Never swing on chairs, 4 legs on ground at all times	
School Bags	On the floor On the backs of chairs	Tripping over them	School bags carefully stored under desks at all times	
School Bags	Schoolyard	Tripping	Children wear bags on their backs in morning supervision lines.  If bags are brought to yard for training etc. they must be left on the sideline/ against the wall.	
Plug points	All plug points	Small fingers/pencils etc	Covers for plug points in all junior classes	
Wet Floor	Toilet	Slipping	Cleaned up immediately	

	Wet Area Corridor			
Movement from classroom	From classroom to classroom, hall, yard etc	Falling, running etc	Walking in hallways, single file	
Running, rushing	Within classrooms	Falling and hitting heads off furniture or one another	Order at all times Lining up in groups	
Doors slams shut, catch not used	All Doors/Exits	Injury to children from slamming doors	Catches to hold all internal and external doors ajar when entering or exiting Door Closers inspected and in working order	
Blocked exits	All Exits	Unable to exit in emergency	All exits kept free from any obstructions	
Hot Drinks/ Liquids	Staff only	Risk of burning or scalding	Ideally hot liquids to be consumed in the staffroom Hot liquids only to leave staff room in a travel cup with lid on.	
Drawing Pins	Classrooms/ Corridors	Stocking feet Bare feet	No children allowed to walk round in stocking feet, shoes or runners must be worn	
Hedges	Yard	Branches sticking out	Hedges regularly trimmed	
Fences on yard	Yard	Climbing, might fall and be injured	No climbing of fences permitted Fences to be inspected annually and repaired as soon as practicable	
Debris litter on grass/hed	Pitch	Injury, infections, rats	Litter plan in place	



ges				
Yard bins	Yard	Children climbing onto bins, Putting hands in	Children not allowed to play near yard bins	
Vermin/Pests	Yard	Spreading of disease	Pest control boxes fitted to perimeter of the school, inspected and maintained regularly by Rentokil	
Wet Days Break routines	Classrooms	Risk of falls, trips etc.	Children to sit at desks at all times No sharp objects sure as scissors to be accessible	
Nut allergies	Whole School	Allergic reaction	Nut free policy extends to the whole school	
Flight Risk	School Gates	Danger to child	Yards adequately supervised and gates to yards remain closed from 9.20a.m. until close	
Art & Science Equipment /materials	Classroom	Danger of cuts from sharp implements Danger of burns	Only to be used under Adult supervision	
Hot water	Classroom	Scalding	Ensure temperature is thermostatically controlled	
Drinking Water	Classroom, P.E. Hall & water fountain	Bacterial Infection from unsafe water	Drinking water taps to be clearly marked	
Snow/Ice	Car Park Pavement	Slipping	Caretaker to clear snow and treat walkways with salt	
Timber products	Yard Outdoor Classroom	Injury, splinter, cuts	To be inspected termly for protruding nails/splinters/rough edges which may cause injury.	

**Appendix 3**  
**Identification and Assessment of Classroom Hazards in Scoil Naomh Eoin**

**To be completed by Class Teacher**

<b>Hazard</b>	<b>Risk</b>	<b>Action</b>	<b>Checked</b>
<b>Loose Cables</b>	<b>Tripping or falling</b>	Cables to be secured along the wall Laptop/Whiteboard cables to be kept tidy	
<b>Hot Liquids</b>	<b>Scalding or Burning</b>	Hot Liquids only to be consumed by staff from a travel cup with Lid	
<b>Shelves/Storage</b>	<b>Risk of injury</b>	Shelving and Storage Units to be tidy and not over stacked. Items should not be stored on top of shelving units Heavier items stored on lower levels or on ground level in store room	
<b>School Bags</b>	<b>Tripping or falling</b>	To be stored neatly under the child's desk or in assigned area	
<b>Coats</b>	<b>Tripping or falling</b>	To be hung in designated area or on the backs of chairs as long as they are not trailing	
<b>Hot taps</b>	<b>Scalding</b>	Hot taps should be checked regularly to ensure the water is not at scalding temperature and teachers/staff should be vigilant to ensure the ground is not wet.	
<b>Heights</b>	<b>Risk of Falling</b>	Posters should be hung at a reachable height using a 2-step ladder not a table or chair	
<b>Cleaning Supplies</b>	<b>Skin irritation or poisoning</b>	Cleaning supplies should be locked in store rooms and only used as per the label.	
<b>Damaged flooring or mats</b>	<b>Trip or Fall</b>	Classroom mats should be in good order. Any defects should be reported to the Caretaker/Principal	
<b>Safety Equipment</b>	<b>Fire</b>	Ensure Fire extinguisher is available	

**Appendix 4**  
**Identification and Assessment of Staffroom & Office Hazards in Scoil Naomh Eoin**

<b>Hazard</b>	<b>Risk</b>	<b>Action</b>	<b>Checked</b>
<b>Loose Cables</b>	<b>Tripping or falling</b>	Cables to be secured along the wall Laptop/Whiteboard cables to be kept tidy	
<b>Hot Liquids</b>	<b>Scalding or Burning</b>	Hot Liquids only to leave the staffroom in a travel cup.	
<b>Shelves/Storage</b>	<b>Risk of injury</b>	Shelving and Storage Units to be tidy and not over stacked. Items should not be stored on top of shelving units Heavier items stored on lower levels or on ground level in store room	
<b>Kitchen Area</b>	<b>Injury Slips</b>	To be kept clear to avoid spills or breakages Spills or breakages to be cleared immediately Warning Signage to be used for wet floors	
<b>Hot taps</b>	<b>Scalding</b>	Hot taps should be checked regularly to ensure the water is not at scalding temperature and teachers/staff should be vigilant to ensure the ground is not wet.	
<b>Damaged flooring or mats</b>	<b>Trip or Fall</b>	Any defects should be reported to the Caretaker/Principal	
<b>Safety Equipment</b>	<b>Fire</b>	Ensure Fire extinguisher is available	
<b>Debris or Clutter</b>	<b>Tripping or Falling</b>	A general clean as you go process should be implemented to reduce potential accidents & promote general cleanliness. Ensure the area is safe to work in & there is room to move freely.	

**Appendix 5**  
**Identification and Assessment of PE Hazards in Scoil Naomh Eoin**

<b>Hazard</b>	<b>Risk</b>	<b>Action</b>	<b>Checked</b>
<b>PE Equipment</b>	<b>Tripping or falling</b>	To be tidied away to store room after use.	
<b>Hot Liquids</b>	<b>Scalding or Burning</b>	No hot liquids to be taken to the PE Hall.	
<b>Radiator Edges</b>	<b>Risk of injury</b>	Protruding corners and edges of radiators to be padded to avoid serious injury.	
<b>Servery Area</b>	<b>Injury Slips Access to cleaning Materials</b>	To be kept closed when hall in use for PE.	
<b>Damaged flooring or mats</b>	<b>Trip or Fall</b>	Any defects should be reported to the Caretaker/Principal.	
<b>Safety Equipment</b>	<b>Fire</b>	Ensure Fire extinguisher is available.	
<b>Damaged Equipment</b>	<b>Injury</b>	To be removed from use and reported to PE coordinator for replacement.	
<b>Debris or Clutter</b>	<b>Tripping or Falling</b>	A general clean as you go process should be implemented to reduce potential accidents & promote general cleanliness. Ensure the area is safe to work in & there is room to move freely. Hall to be kept clear of obstacles	

