

Safety, Health and Welfare Statement



Scoil Bhríde Boys NS
Roll 18524K

Health and Safety Policy Statement

Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on the

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. All school authorities are aware of the need for vigilance in the management of Health and Safety, including in particular fire safety as outlined by the Department is the issued Circular Letter 0018/2018 It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

School Profile

Scoil Bhríde is a Senior Boys Primary school which is based in Tullamore, Co. Offaly. Pupils transfer here from Scoil Mhuire after completing first class. We cater for pupils with special needs, traveller children, and pupils of many nationalities. Boys who attend our school are aged from 8-13 years.

In 2022, Scoil Bhríde was designated as a DEIS (band one) school. The school caters for boys living south of the Grand Canal and serves the following areas: Pearse Park, O'Molloy Street, Marian Place, Kilbride Street, Patrick Street, Church Street, Whitehall Estate, New Road, Clonminch, St. Columba`s Place. Tara Crescent, Spollenstown, Charleville Road, Charleville View, O'Moore Street, Cormac Street, and High Street. It also serves the educational needs of boys in other developments north of the canal. These are mostly newcomer children.

The building is a two-storey structure. On the ground floor there are three mainstream classrooms, a computer/resource room, a MGLD classroom, toilets, offices and assembly hall. On the first floor there are four classrooms, two resource classrooms, parents' room, a school library, a book storage room, toilets and staffroom. We also have our own secretarial and care taking staff.

Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - Provision of a safe workplace for all employees - teachers, SNAs, secretary, caretaker, etc.
 - To ensure competent employees, who will carry out safe work practices
 - Safe access and egress routes
 - Safe handling and use of hazardous substances and equipment
 - Safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

Resources for Safety, Health and Welfare in the School

Fire Safety Equipment

- Automated Fire Detection Alarm Zoned System
- Smoke detectors, fire alarms that provide visual and audible cues to aid in evacuation efforts.
- Dry powder / Foam Fire Extinguisher
- Evacuation plans posted in conspicuous locations as well as clearly labelled
- Fire Assembly Points Markings on yard
- Illuminated exit lights

Surveillance

- Video camera surveillance mounted in key positions throughout the school. System currently not working and will be reviewed by BOM in the coming year.

Signs and labels

- Wet Floor Sign 'Caution Wet Floor' Safety Sign

Matting and Anti-slip products

- At foot of stairs and at entrance / exit.

First Aid

- First Aid Kits stocked in accordance with the HSA Guidelines

Winter Supplies

- Ice scraper
- De-icing salt

Roles and Responsibilities for Safety, Health and Welfare

Board of Management

- Complies with its legal obligations as employer under the 2005 Act
- Ensures that the school has an up to date safety statement.
- Reviews the schools safety health and welfare statement.
- Allocates adequate resources to deal with safety, health and welfare issues.

Employee / Staff duties while at work

Employee duties while at work include:

- to take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by his or her acts and omissions at work;
- to co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions;
- to attend training and take instruction on the correct use of articles or equipment;
- to use personal protective equipment (PPE) or clothing provided for his or her safety;
- to report to his or her employer as soon as practicable: - any work being carried out which might endanger him/herself or others ;- any contravention of the relevant statutory provisions of which he/she is aware;
- Not to engage in any improper conduct or dangerous behavior.

Teachers / Special needs Assistants / Non-teaching staff:

- Co-operate with school management in the implementation of the safety statement.
- Inform students of the safety procedures
- Ensure that students follow safe procedures.
- Check that equipment is safe before use.
- Report accidents, near misses and dangerous occurrences to relevant persons and record what has happened (appendix 5)

Safety Officer

- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.
- Conduct an assessment to identify all hazards on an appropriate form. An example checklist is include as Appendix 2
- Assess the risks associated with these hazards (Appendix 3)
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.
- Organise Fire drills and be aware of fire Evaluation procedure (Appendix 4)
- Arrange health and safety inspection checklist (appendix 5) to be completed and hazards to be recorded on hazard control form (appendix 6)

Other school User

- Other school users such as students, parents, volunteers and visitors must comply with school regulations and instructions relating to safety, health and welfare.

Contractors

Contractors must comply with statutory obligations as designated under the Safety, Health and welfare at Work Act 2005, and the Safety, Health and welfare at Work regulations 2007.

- The school will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- When school is sharing a workplace with a contractor they will co-operate and coordinate activities in order to prevent risks to safety, health and welfare at work.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

Timeframe for Implementation

The revised policy will be implemented from _____

Timeframe for Review

This policy is reviewed bi-annually

Ratification and Communication

The Board of Management ratified this policy on the _____ of _____.

Signed: _____, (Chairperson, BOM)

APPENDIX 1

Risk Assessment

Classroom

It is the policy of the Board of Management Scoil Bhríde Boys National School that:-

- Classrooms are properly heated, ventilated, clean and well-maintained
- Due attention is given to pupil safety in the organization, layout and furnishing of classrooms and other learning settings.
- Due attention is given to pupil safety during lessons and pupils are properly supervised at all times
- Hazards are not arising from overcrowded classrooms and that floors and access routes are kept clear.
- All cupboards, fixed blackboards, interactive whiteboards are stable and spills are dealt with immediately
- *Wherever possible, there are no sharp edges or corners on the furniture*
- Electrical outlets are sited to avoid trailing cables
- Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use

Playground

It is the policy of the Board of Management Scoil Bhríde Boys National School that:-

- Students and staff are informed of established School Code of Behaviour relevant to behaviour in playground.
- playground supervision roster is established and implemented
- condition of playground is inspected by supervising staff members
- In the event of sudden sickness / injury in the playground, student will be brought to office, appropriate first aid administered and parent will be informed.
- Principal is informed and decision on medical referral or appropriate further action or to be taken e.g notification of parent.
- Accident report form for school records to be completed.
- In the event of aggressive or violent behaviour in the playground, procedure in School's Code of Behaviour is followed.

First Aid

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- all required remedies and equipment are made available for first aid function.
- there will be an adequate supply of properly equipped First Aid boxes available at all times to staff which will contain:
 - Elastoplast, Tape, Cotton Bandage, Savlon, Antiseptic, Disinfectant
- Disposable gloves must be used at all times when administering First Aid.

- water and soap will be available and should be used before and after administering First Aid.

Administration of Medicines

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed:

- The parents of the pupils concerned will write to the board of management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- The board of management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised s/he should be properly instructed by the board of management.
- A teacher should not administer medication without the specific authorisation of the board.
- In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- The board of management will inform the school's insurers accordingly.
- The board of management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Arrangements will be made for the safe storage of medication.

Car Park /Outside areas

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- External lighting is adequate and switched on when evening events are planned.
- Car park surface and other external areas are checked regularly for broken glass, hazardous conditions and pot holes.
- Steps and stairways are adequately lit and clearly marked / highlighted.
- All roofs, guttering, drain pipes etc. are sound and well maintained,
- A traffic management system is in place, all parking facilities for cars and cycles are safe in regard to the presence of pedestrians.
- All builders' materials, caretakers' maintenance equipment etc. are kept securely.
- Access to rivers, streams and ditches running adjacent to school property are adequately fenced off.
- Grit or salt is available for walkways which are prone to ice

Visitors Log

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- There is a Visitors' Log Book at reception where visitors sign in with name, purpose of visit, time and sign out on leaving.
- Visitors report to appropriate person.

Drop Off / Pick Up

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- The school should be aware of the person/s normally designated to collect students from the school.
- A protocol is established whereby parents/guardians inform the school if someone other than designated person is to collect student.
- The school should be aware of the person/s normally designated to collect students from the school.

Manual Handling

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- Individuals ask for help when moving heavy items and that all potential obstructions are removed.
- An appropriate trolley is used to transfer heavy loads.
- Storage of regular assessed utensils are arranged so that heavier items stored on middle shelves not on floor or above shoulder height.

School Excursions

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- All tours are sanctioned by the Board of Management
- Permission for participation in activity has been received from parent/guardian
- There is an adequate number of supervisory adults present
- A head count is carried out before departure and before return journey by trip supervisor
- An appropriately stocked first aid kit and fully charged mobile phone is carried on all trips
- Students are made aware of action to take if separated from group
- Emergency phone numbers are held by trip supervisor for each trip
- Information on particular medical conditions has been received and pertinent medicine carried on trip
- Safety instructions provided to children including information on correct clothing and equipment required
- Principal and/or designated person responsible for safety, health and welfare is aware of the location the group and duration of the visit
- Weather conditions assessed on the day
- Safety belts are worn where students are being transported by road
- Safety briefing for adults assisting in supervision

Maintenance

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- Mower is only started when it is safe to do so - no bystanders in the vicinity
- The area is checked for stones, glass, metal and debris before starting
- The pressure washer is visually checked before use
- The hosing area is cordoned off so that pedestrians do not stray into the area
- The pressure washer is not used on electrical equipment, distribution boards and fuse boxes
- When using rotating equipment, PPE as per manufacturer's instructions be available
- That all people stay clear from operating areas
- No member of staff to undertake activities/work involving height, heavy equipment or equipment which could cause injury to the employee when on their own, inside or outside the school building.
- Staff not to carry out any tasks that they are not competent or permitted to carry out or which involves unreasonable high risks.

Staffroom

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- Kitchen equipment and electrical appliances used only by competent persons
- Electrical equipment should not be used with wet hands
- Knives should be safely stored when not in use
- Detergents should be stored separately to food products
- Care must be taken when dispensing boiling water
- Broken glass/crockery should be cleaned up immediately and disposed of in a puncture proof container
- Fridge to be kept clean of spills and debris at all times and checked annually to ensure thermostat is operable
- Fire extinguisher and fire blanket to be easily accessible at all times

Anti-Bullying

It is the policy of the Board of Management Scoil Bhríde Boys National School that: -

- The school is committed to ensuring that all employees have the right to be treated with dignity and respect at work.
- The school has a policy on dignity in the workplace which is communicated to all employees.

Pregnant Employees

It is the policy of the Board of Management Scoil Bhríde Boys National School that:-

- Pregnant, post-natal or breastfeeding employees should have provision to sit whilst completing work activities
- Pregnant, post-natal and breastfeeding employees are not required to lift, push or pull awkward or heavy items
- Pregnant employees will supervise inside the school during designated yard duty.

Home Visits by HCSL or other

It is the policy of the Board of Management Scoil Bhríde Boys National School that HCSL Officer:

- Inform school of date and time of proposed visit
- Agree time and contact person for report when visit has been concluded
- Carry mobile phone
- Exercise care and vigilance

Mobile Phones/Internet Access

It is the policy of the Board of Management Scoil Bhríde Boys National School that :-

- There is a strict no mobile phone policy in the school.
- Total supervised access exists for internet access (Internet Safety / Acceptable use Policy)

Manual Handling

It is the Policy of the Board of Management of Scoil Bhríde Boys National School that:

- Individuals ask for help when moving heavy items and that all potential obstructions are removed
- An appropriate trolley is used to transfer heavy loads
- Storage of regularly accessed utensils are arranged so that heavier items are stored on middle shelves not on floor or above shoulder height.
- Choose safest route for moving items, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp.
- When purchasing stock such as clay, the guideline weights are taken into account and smaller weight items purchased where possible e.g. 5kg bag of clay instead of 12.5 kg bag.

Pandemic/epidemic

- Scoil Bhríde is committed to providing a safe and healthy workplace for all of our staff and a safe learning environment for all pupils.
- During Covid 19 the BOM and staff followed guidelines issued by the Department of Education and the HSE.
- In the event of future pandemics/epidemics, we adhere to following the guidelines of all relevant parties to maximise health and safety of all students and staff in the school.

APPENDIX 2

Safety Representative Checklist

1 Circulation areas

1.1 Stairways

Check that:

1.1.1. Stairways are fitted with sound banisters or rails;

1.1.2 Stairways are adequately lit;

1.1.3 Steps are not worn or broken or slippery.

1.2 Passages

Check that:

1.2.1 Floor surfaces are even and are not slippery;

1.2.2 Passages are adequately lit;

1.2.3 Litter or rubbish has not been allowed to accumulate;

1.2.4 mats, etc, are not positioned in such a way as to be tripping hazards;

1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.3 Doors and Windows

Check that:

1.3.1 doors are unobstructed;

1.3.2 doors with glass windows have toughened or laminated glass;

1.3.3 doors with a fire resistance requirement have wire reinforced glass;

1.3.4 there are no doors with:

- loose or broken hinges;
- damaged or sticking catches;
- broken wood panels or glass panels;
- loose or stiff handles;

1.3.5 doors are not allowed to swing freely without restraint;

1.3.6 windows are not broken or cracked;

1.3.7 windows open easily without undue force being applied;

- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

2 HEATING AND VENTILATION

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order.
- 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
- 2.4 windows can be easily opened to allow for adequate ventilation.

Further advice on heating and ventilation is given in the next section.

3 FIRE SAFETY

Check that:

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 practice evacuations/fire drills should be held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;
- 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- 3.10 the fire-fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;

3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

4 ELECTRICAL EQUIPMENT

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

4.2.1 all the light fittings are working and are kept in a clean condition;

4.2.2 light switches are not broken and appear to be in a safe condition;

4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Sockets/Leads

Visually check that:

4.3.1 plugs are in good condition with no cracks or pieces missing;

4.3.2 sockets are in good condition with no cracks or pieces missing;

4.3.3 socket screws and mountings are secure;

4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;

4.3.5 indicator lights on sockets function correctly;

4.3.6 insulation on leads is not cracked or frayed;

4.3.7 leads are without knots or joins and are reasonably free of 'kinks';

4.3.8 Leads are the correct length for the equipment being used;

4.3.9 there are no trailing leads;

4.3.10 surge protection adaptors are being used and not overloaded;

4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;

4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;

4.4.3 equipment is only being used for purposes for which it was intended;

4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;

4.4.5 mains isolating switches are easily accessible and known to staff;

4.4.6 on/off indicator lights function correctly;

4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;

4.4.8 equipment containing liquid has a leakage detector;

4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

5 USE OF GAS

There are currently no gas installations in the school.

6 FIRST AID

Check that:

6.1 notices are posted in prominent positions detailing:

- procedure for calling ambulances etc;
- telephone number of gardai, hospital.
- procedure for dealing with individual pupils emergencies due to known conditions/allergies

6.2 first aid boxes are readily available and adequately stocked

6.3 Incident report forms are readily available and kept up-to-date.

GENERAL PURPOSE CLASSROOMS

7.1 look again at sections 1-4;

Check that:

7.2 hazards are not arising from overcrowded classrooms;

7.3 all cupboards, fixed blackboards, display units are stable;

7.4 classroom furniture is not damaged;

7.5 wherever possible, there are no sharp edges or corners on the furniture;

7.6 furniture is positioned safely;

7.7 all shelf mountings are secure.

8 ART FACILITIES

Check that:

8.1 There are currently no art facilities in the school

9 COOKERY ROOM/STAFF ROOM

Check that:

9.1 floors are in good condition and are non-slip;

9.2 working surfaces are in good condition and are impermeable;

9.3 refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;

9.4 there is a wash basin with water, soap and disposable towels for washing hands prior to handling foods;

9.5 all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

10 HALLA

Check that:

10.1 floors are clean, even, non-slip and splinter proof;

10.2 all brackets securing ropes, wall bars etc are sound;

10.3 PE equipment is stacked securely and positioned so as not to cause a hazard;

10.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;

10.6 wooden beams/benches etc are free from splinters and generally sound;

10.7 beams/benches are stable and do not wobble when in use;

10.8 Stage Area:Ensure

- steps are not damaged;
- steps have an adequate handrail;
- stage lighting is properly wired and earthed, and stored correctly when not in use;
- curtains run freely.

11 NON-TEACHING AREAS

11.1 Offices

Check that:

11.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

11.2 Kitchen Areas

11.2.1 the kitchen/dining area is kept clean;

11.2.2 the kitchen floors are sound and non-slip, especially when wet;

11.2.3 first aid boxes are available in the kitchen area;

11.2.4 equipment is adequately guarded.

11.3 Boiler Rooms

11.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);

11.3.2 all safety devices in the boiler room are in proper working order;

11.3.3 the boiler is regularly maintained by a competent person;

11.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

11.4 Staff Facilities

11.4.1 the staffroom is clean, warm and well lit;

11.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;

11.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;

11.4.4 there is provision for tea and coffee to be made;

11.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

11.5 Hygiene

Check that the following are available:

11.5.1 soap

11.5.2 hand drying facilities

11.5.3 water

11.5.4 toilet paper

11.5.5 litter bin per classroom

11.5.6 provision for disposal of sanitary towels

11.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

11.6 Outside Areas

11.6.1 there are no uneven/broken/cracked paving slabs;

11.6.2 outside steps are secure, with a firmly fixed handrail;

11.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;

11.6.4 all play areas, are kept clean and free from glass;

11.6.5 outside play/PE appliances are securely anchored;

11.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;

11.6.7 outside lighting works and is sufficient;

11.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

11.6.9 cars/buses collecting children are not permitted to enter the school grounds

11.6.10 all builders' materials, caretakers' maintenance equipment etc are kept securely.

Appendix 4

Fire Evaluation Procedure

Sequence

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

Call the Fire Brigade

The Fire Brigade will be called at the discretion of School Management.

Evacuation

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher who will bring their mobile phone and close the classroom door and any other doors used to exit. The Safety Officer will, if safe to do so, 'sweep' the main building to ensure no pupils remain in toilet or other areas. He/he will access the school register in assembly area via their mobile phone.

Assembly

The place of assembly is the Car Park Area at the bottom of the playing yard and all classes will stand together in lines according to class. If this area becomes unsafe, supervised evacuation from the school grounds will be by a safe escape route identified by the Principal.

Roll Call

Immediately the classes have reached the designated place of assembly, a roll call or count will be taken. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access being overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Firefighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested outside of school hours. After a fire drill and quick meeting of Principal and Safety Officer will be held to discuss any problems and queries which arose from drill.

FIRE DRILL RECORD

Date	Time	Weather	Comments

Appendix 5

Serious illness/accident

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
 - In such circumstances, repeated attempts will be made to contact parents.
 - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.

APPENDIX 6

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

Appendix 7

Instruction, Training and Supervision

Training needs analysis is the identification of safety, health and welfare training needs for the school. A training needs analysis will be carried out regularly and especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety, health and welfare management system in the school.

- First Aid Training
- Fire Safety Training

Communication and Consultation

It is the policy of the Board of Management Scoil Bhríde Boys National School that:-

- All substitute and temporary teachers and other temporary staff, should be given information regarding safety, health and welfare procedures in the school.
- This includes evacuation and reporting procedures and specific safety matters relating to the teacher's subject area and place of work, e.g. risk assessments relevant to their work area / classroom.

All Staff must be aware of the content of the safety statement, safety policies and procedures, risk assessments, results of audits and results of performance reviews.

Audit and review

It is the policy of the Board of Management Scoil Bhríde Boys National School that:-

- An annual safety, health and welfare audit is carried out.
- The school evaluate the impact of the safety, health and welfare plan e.g annually, taking into account significant incidents and / or accidents, new legislative requirements and other relevant developments.
- The safety statement be revised as necessary, in light of the review and evaluation process.
- All members of the school community be informed of the full contents of the revised safety, health and welfare statement.

Relevant School Policies

Some school policies are incorporated into the Safety statement while others are stand-alone .

<ul style="list-style-type: none">• Child Safeguarding• Code of Behaviour• Anti-Bullying and Anti-Harassment• Administration of Medicines• First Aid Policy• Special Educational Needs• Internet Safety: Acceptable Use Policy• Substance Use	<ul style="list-style-type: none">• SPHE Policy - promoting road, water and fire safety• Relationships and Sexuality Education• School Trips/Outings• Extra-Curricular (e.g. Homework Club) Activities• Visitors and Contractors• Induction of New Staff
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• Respect & Dignity in the Workplace

• Mobile Phone Policy