



**HOLY FAMILY
PRIMARY SCHOOL
GLENBRIEN
SAFETY STATEMENT**

DATE: NOVEMBER 2020

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

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DATE: NOVEMBER 2020

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

1. Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare Act 2005, it is the policy of the Board of Management to ensure, 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, students, 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 where 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 safety, health and welfare at work of all those to whom it owes a duty of care, including staff, students, 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:

Fr. John Byrne

Date: 24/3/2021

Chairperson, Board of Management.

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

2. School Profile

Roll Number 13299E

Principal: Miss Fiona Cleere

Ethos: Catholic

Type: Vertical Co-Ed

Students: 90

Composition of the Board of Management

Chairperson: Fr. John Byrne

Principle/Secretary: Miss Fiona Cleere

Treasurer: Mr. David Dowling

Teachers Rep: Miss Roisin Doyle.

Parents Rep: Mr. Noel Flynn.

Parents Rep: Ms. Linda Millar.

Patron's Rep: Ms. Bernie Doyle.

Community Rep: Mr. Oliver Doyle.

Community Rep: Mr. David Doyle.

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SAFETY STATEMENT

3 (a) Duties of Board of Management

In Ireland, The Board of Management as an employer is responsible for ensuring as far as reasonably practical, the safety, health and welfare at work of its employees and the safety, health and welfare of those whom are in anyway affected by the work activities of the school.

The Boards duty of care is broken down into four components:

- To ensure a reasonably safe place to work
- To ensure reasonably safe plant & equipment
- To ensure reasonably safe systems at work
- To ensure reasonably safety conscious (competent) staff

The Board is also responsible for the safety of the school's students, their parents/guardians and visiting members of the public or contractors carrying out work in the school.

To fulfil its obligations under the 2005 Safety, Health and Welfare at Work Act, the Board will ensure:

- A safety statement is prepared and implemented;
- That significant resources –people, money, and time – are allocated so that the safety health and welfare of all staff and others, affected by school activities, can be safeguarded as far as is reasonably practical;
- That management and staff understand their role and responsibilities within the safety statement;
- That appropriate training, information, instruction and supervision is given at all levels within the staff;

- That an effective safety audit system is established to measure safety performance and that the outputs from these audits are fed back into the management system to ensure continuous improvement;
- A review of the effectiveness of the safety statement, at least once a year, making any changes necessary after such a review.
- Checking at intervals that work is carried out as in accordance with the school's Safety Statement and statutory procedures, and that work systems are operating effectively and safe working methods are observed.
- Ensure all necessary welfare provisions are provided and maintained.

It will be the responsibility of the Principal to:

- Be familiar with and oversee the implementation of the School's Safety Statement.
- Ensure that all equipment or materials purchased by the School are to the standards required by the Safety Policy.
- Ensuring that all staff are aware of their specific responsibilities.
- Assist if necessary, in investigating any accidents and dangerous occurrences.
- Advise staff that by their actions or initiative, they can contribute to eliminating hazards.
- Be familiar with the requirements, as they affect the school, of Statutory Regulations and Codes of Practice and keep up to date in this respect.

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

3 (b)

Duties of Staff Members

It is the responsibility of all staff members to:

- Be familiar with the School's Health and Safety Policy and carry out their work in accordance with its requirements.
- Work in a safe manner at all times. Not take unnecessary risks that would endanger themselves or others. If possible, remove any identified.
- Use the correct equipment for the job, and keep them in good condition.
- Not to use plant or equipment for work for which it was not intended or for which they are not trained in its use.
- Report immediately to the Principal, any defects in plant or equipment.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Report to the Principal any person seen abusing the welfare facilities provided.
- Suggest safer methods of working.
- Maintain areas under their control in a clean and tidy manner – store books on shelves, keep cables tidy.
- Consider the age group of the participants in relation to the risk of the activity involved.
- Ensure orderly behaviour at all times.
- Ensure that pupils have adequate instruction and training in the operation of equipment.
- Store or prevent the operation of any equipment or dangerous substances not to be used by pupils.
- Report any injury to themselves that results from an accident at work, even if the injury does not stop them working.
- To report without delay to the responsible person any accident or dangerous occurrence that might have led to an accident or injury.

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SAFETY STATEMENT

3 (c) Duties of Sub Contractors

Any sub-contractor employed by use to undertake maintenance, renovation of construction works on the premises shall abide by the policies of this document and current health & safety legislation as applicable to the contractor's activities.

- All sub-contractors engaged to work on the school property will be expected to comply with the School Policy for Health, Safety and Welfare and must ensure their own Safety Statement is made available prior to work being carried out.
- All work must be carried out in accordance with the relevant statutory provisions, while taking into account the safety of others on the premises and the general public.
- Assessment of risk associated with any substance, process or work activity on the premises which will be hazardous to health and safety, must be provided to our Board of Management before work commences.
- Access equipment used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- All plant or equipment brought onto the premises by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto premises. All transformers, generators, extension leads, plugs and sockets must be to latest standards for industrial use, and in good condition.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this School's Safety Representative.
- Sub-contractor's employees must comply with any safety instructions given by the School's management.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for the employees unless arrangements have been made for the sub-contractor's employees to have the use of this School's facilities.
- Workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- Where the proposed work takes place during school hours the sub-contractor shall liaise with management on the safest method of undertaking the work. School staff,

pupils, parents or visitors shall be protected from any risks associated with the contractors' works.

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4. Covid -19 – Corona Virus

In early 2020, a deadly Virus-Covid 19 (The Corona Virus) emerged from China and within a relatively short period of time, spread to all countries around the world.

While a lot of research into the disease and a search for a vaccine continues, the virus has become the main hazard in everyone lives and remains the most dangerous hazard encountered since the Bubonic plague.

Set out in Appendix 6 is the School Response Plan as advised by the Dept of Education and Skills and the HSE. This plan is being continually developed and added to. A comprehensive set of documents detailing procedures, risk assessments and up to date advice is stored in the Principal's office.

5. Hazards

Hazards shall be divided in to two categories

1. Those which can be rectified will be dealt with as a matter of urgency
2. Those that cannot be dealt with clearly indicated and appropriate procedures listed beside them.

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

Fire

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire Alarms shall be clearly marked (Responsibility of the BOM Safety Officer)

- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear.
P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) An Assembly area is designated outside the building, and the location is specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Hazards

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Trailing leads
4. Computers
5. Guillotine
6. Trampoline
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower

17. Slabs around perimeter of school
18. Garden stores
19. Ramp at back of hall
20. Fallen leaves
21. Moss on yard
22. Icy surfaces on a cold day
23. Mats in hall
24. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular equipment in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the school's Safety Statement and shall adhere to its provisions.
- (b) In addition, all such equipment and machinery are to be used in strict accordance with the manufacturer's instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) The use of glass containers by pupils will only take place during curricular lessons and under supervision. Broken glass will be removed immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Principal will check that all PE and other mats are in good condition.
- (k) There will be an annual routine for inspecting furniture, floors, apparatus, equipment and fittings by Board of Management Safety Officer and Staff Safety Representative.
- (l) Principal will check that wooden beams, benches etc. are free from splinters and generally sound.
Principal will check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (m) The Caretaker, under Board of Management, will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. He will check that there are no uneven/broken/cracked paving slabs. This will be confirmed by the Board of Management Safety Officer.
- (n) The caretaker and the Board of management Safety officer will check that manholes are safe.
- (o) Teachers will check that all play areas are kept clean and free from glass before use.
- (p) The caretaker will check that outside lighting works and is sufficient. This will be confirmed by Board of Management Safety Officer.

- (q) Principal will check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. This will be confirmed by Board of Management Safety Officer.
- (r) The Cleaner will check that refuse is removed from building each day and is carefully stored outside.

Fire Drill

Please refer to Fire Drill and Evacuation Policy

Constant Hazards

(Machinery, Kitchen equipment, Electrical appliances.)

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by the caretaker. Before using any appliance, the user should check 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.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien that 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 locked area, and protection provided to be used when handling them. The secretary, cleaner, caretaker and principal will manage the storage of these chemicals where appropriate.

Drugs and Medication

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel. Please reference Administration of Medicines Policy.

Highly Polished Floors

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien 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. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

Smoking

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Infectious Diseases

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien 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, towels and a facility for the safe disposal of waste.

6. Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided in all classrooms. A staff toilet is located at the front of the building. A Staffroom and a kitchenette 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 water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision 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 and 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

7. First Aid

It is the policy of the Board of Management of Holy Family Primary School, Glenbrien that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Incident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

(3) **The Secretary** will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters (Single and Strip)
- Tape
- Sterile Dressings (Adhesive and Roll)
- Disinfectant (e.g.) Savlon
- Cotton Triangular Bandage
- Antiseptic Wipes
- Cotton pads
- Vinegar for Stings
- Steri Strips
- Ice packs
- Scissors

Disposable gloves must be used at all times in administering First Aid

Emergency Contact Procedures

A list of all emergency contact details is kept in the office, in a designated filing cabinet. These are updated regularly and are required on all enrolment forms.

8. Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to ring the bell at the front door and to identify themselves to the Principal, the Secretary or the relevant class teacher as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy 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 contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection

Collecting Children

- (1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly when nearing the school grounds when collecting children.
- (3) Those parking are asked to reverse park and are advised to accompany children to and from the school premises.

9. Safety Issues

Exceptional Closures (as per rule 60)

Text-a-parent and school email facilities will be used to notify parents of same.

Sickness/Injury

If a child is sick parents are contacted and the child is collected. If a child is injured, first aid is administered and parents are contacted, if necessary. All first aid administered is communicated to parents.

Assembly and Dismissal of pupils

Children assemble outside, at the designated line up areas, from 8.50am each morning. Each evening at 1.40pm/2.40pm children leave the premises via the pedestrian gates. Teachers wait until all the children are collected. Any change in collection arrangements must be communicated to the school.

Collection of children during the school day requires an email and an adult must sign out the pupil from the relevant classroom after having spoken to the classroom teacher or the teacher supervising during break times. All children collected before the school finishing time should be signed out by a parent, guardian or nominated adult. The sign out folder is kept in the school entrance hallway.

Supervision

The rota for supervision is held in the staffroom and displayed in every classroom. In the event of teacher absences cover is organised.

10. Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Holy Family Primary School, Glenbrien in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Fr. John Byrne Date: 24/3/2021

Principal: Fiona Cleere Date: 24/3/2021

Safety Officer: Fiona Cleere Date: 24/3/2021 Nominee of BOM

Safety Officer: Joan O' Brien Date: 24/3/2021 Nominee of staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005

Members of the Board of Management:

Chairman:

Fr. John Byrne

Board Members:

Miss Fiona Cleere (Principal),

Mr. David Dowling (Treasurer) Miss Fiona Cleere (Secretary) Miss Roisin Doyle, Mr. Noel Flynn, Ms. Linda Millar, Ms. Bernie Doyle, Mr. Oliver Doyle, Mr. David Doyle.

Safety Officer:

Fiona Cleere

Staff Nominee:

Fiona Cleere (Principal)

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 2005

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

APPENDIX 1

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

APPENDIX 2

SAFETY OFFICER'S CHECKLIST

1 CIRCULATION AREAS

1.1 Passages

Check that:

- 1.1.1 floor surfaces are even and are not slippery;
- 1.1.2 passages are adequately lit;
- 1.1.3 litter or rubbish has not been allowed to accumulate;
- 1.1.4 mats, etc., are not positioned in such a way as to be tripping hazards;
- 1.1.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.2 Doors and Windows

Check that:

- 1.2.1 doors are unobstructed;
- 1.2.2 doors with glass windows have toughened or laminated glass;
- 1.2.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.2.4 there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- 1.2.5 doors are not allowed to swing freely without restraint;
- 1.2.6 windows are not broken or cracked;
- 1.2.7 windows open easily without undue force being applied;
- 1.2.8 windows do not jut out dangerously when open;
- 1.2.9 windows are cleaned regularly;
- 1.2.10 windows do not have broken fastenings or cords;
- 1.2.11 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 firefighting equipment;
 - 3.7 there have been practice evacuations/fire drills 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 firefighting 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 local doctors, gardai, hospital.
 - procedure for dealing with individual pupils' emergencies due to known conditions/allergies etc.
- 6.2 first aid boxes are readily available and adequately stocked
- 6.3 the accident report file is readily available and kept up-to-date.

7 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 HALL

Check that:

- 8.1 floors are clean, even, non-slip and splinter proof;
- 8.2 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 8.3 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 8.4 wooden beams, benches etc. are free from splinters and generally sound;
- 8.5 vaulting horses, beams and benches are stable and do not wobble when in use;
- 8.6 when there is a stage:
 - steps are not damaged;
 - Stage boards are sound and secured
 - curtains and backdrop are secured soundly

9 NON-TEACHING AREAS

9.1 Offices

Check that:

- 9.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;
- 9.1.2 first aid boxes are available in the kitchen area;

9.2 Kitchen Area

- 9.2.1 the kitchen area is kept clean;
- 9.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 9.2.4 equipment is adequately guarded.

9.3 Boiler Rooms

- 9.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 9.3.2 all safety devices in the boiler room are in proper working order;
- 9.3.3 the boiler is regularly maintained by a competent person;

9.4 Staff Facilities

- 9.4.1 the staffroom is clean, warm and well lit;
- 9.4.2 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided
- 9.4.3 there is provision for tea and coffee to be made;
- 9.4.4 staff sanitary facilities are suitable, sufficient and properly cleaned.

9.5 Hygiene

Check that the following are available:

9.5.1 soap

9.5.2 hand drying facilities

9.5.3 hot water

9.5.4 toilet paper

9.5.5 litter bin per classroom

9.5.6 provision for disposal of sanitary towels

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

9.6 Outside Areas

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

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

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

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

9.6.5 outside play/PE appliances are securely anchored;

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

9.6.7 outside lighting works and is sufficient;

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

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

APPENDIX 3

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

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 Administration of Medicines Policy).
- 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 or preferably another adult 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 4

Dignity at Work: Building & Maintaining a Positive & Effective Work Environment

- The Board of Management of Holy Family Primary School has adopted the following as part of the school's Health & Safety Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

A. Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

B. What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or*

effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person."

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

C. A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos and our Ursuline Philosophy
- A supportive atmosphere
- Good and open communication (e.g., through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent "*improper conduct or behaviour*" likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

D. Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

E. What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

F. Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.

HOLY FAMILY PRIMARY SCHOOL, GLENBRIEN

SAFETY STATEMENT

Appendix 5

Fire Drill & Evacuation Policy

Introduction:

The fire drill/evacuation policy of Glenbrien N.S. has been produced following a collaborative process by staff.

Aims:

This policy aims to;

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire.
- Have in place appropriate safety procedures which comply with the Health and Safety and Welfare at work act.
- Ensure a safe school environment for all

School Ethos:

The School is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

Objectives:

- To utilize outside agencies (local fire station, fire consultant) for training and staff development, so as to enhance safety procedures.
- To develop a tried and tested framework which will ensure the safety of all school personnel in the event of a fire.

Internal Procedures:

In the event of a fire, the following steps must be taken;

- Activation of Fire alarm
- In all classrooms/ resource areas, children are to stand up, push their chairs under the tables and calmly walk in single file to the door.
- All teachers must check the classroom toilets before vacating the room.
- The Senior and Middle Classes should exit the building using the front exit. The Infant and Learning Support classes should exit the building using the back exit.
- Any class using the G.P. room should make their way to their assigned class exit.
- Each class is to assemble at the allocated fire assembly point: the Corner of the Basketball Court marked with an assembly sign.

- The teacher in possession of the Roll book will take it with them and each class will call the roll on reaching the Fire Assembly point.
- Pupils can only return to the classroom once permission has been given to do so.
- The Fire Drill is carried out at least once a term.

Roles and Responsibilities:

All teachers are responsible for the safety and well-being of the pupils in their care. The Principal has the overall responsibility for ensuring proper procedures are in place.

Evaluation:

- Positive feedback from all Stakeholders
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Implementation:

This policy was revised on 24/3/2021