



Shronell NS

Health & 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 20th August 2020

■ 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. 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.

■ Relationship to Characteristic Spirit of the School

According to our Mission Statement Shronell NS strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management, Shronell NS recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management, Shronell NS and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

■ 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.*

■ Guidelines (*content of policy*)

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF SHRONELL NS

1.1

The members of the Board of Management of Shronell are

Chairperson:	Liam Vaughan
Secretary:	Orla Hickey
Treasurer:	Maura McCormack
Assistant Treasurer:	Marguerite Kelly
Other Board Members:	Gerry Maguire
	Fr. Micahel Kennedy
	Anne Nash
	Peter O' Grady

1.2 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

1.4 The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.5 The Board of Management of Shronell NS will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

1.6 The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Shronell NS and the requirement under the Safety, Health and Welfare at Work Act, 2005.

1.7 The Board of Management will appoint a Safety Representative from the School Staff, normally the School Caretaker and a Safety Officer from the BOM.

Marguerite Kelly is appointed as **Health & Safety Officer** for the term 2019-2023)

CONSULTATION & INFORMATION

It is the policy of the Board of Management of Shronell NS :

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

HAZARDS

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative Ms. Kelly, who will rectify the issue and sign with date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

SPECIFIC HAZARDS

1. Fire

It is the policy of the Board of Management of Shronell NS that

- * There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- * All fire equipment is identified and regularly serviced.
- * Regular fire drills take place at least twice a year. (See [Appendix 1](#) for Fire Evacuation Procedure)
- * Instruction is given in the use of fire extinguishers for specific materials/equipment.
- * Signs will be clearly visible to ensure visitors are aware of exit doors.
- * All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- * An assembly area is designated

- * Those leaving buildings/classrooms should let someone know.
- * Exit signs are clearly marked.
- * The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- * A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- * The position of Deputy Principal has as one of its duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representative the above aspects of the policy.

2. Other hazards

- * The surface of some of the playing areas is uneven, rocky and potentially hazardous.
- * Some classroom windows open out at head level.
- * On occasions the tiled surface of classrooms, hallways, stairs and toilets become slippery due to condensation and pose a risk.
- * There are goalposts on the school football pitch
- * Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- * During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

CONSTANT HAZARDS

1. Electrical Appliances

It is the policy of the Board of Management of Shronell NS that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

3. Drugs/Medications

It is the policy of the Board of Management of Shronell NS that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication. The procedure in such cases is included as Appendix 2.

4. Wet Floors

It is the policy of the Board of Management of Shronell NS that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During heavy weather condensation can cause tiled areas to become slippery.

5. The Code of Conduct

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5.

7. Bullying

The Shronell NS Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations (2000)' and our 'Dignity at Work Statement'.

8. Access to Employees is by Consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

9. Trained First Aid Personnel

It is the policy of the Board of Management that: -

Employees will be trained to apply First Aid to pupils and other employees.

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 plasters

Wasp Eze

Tape

Disinfectant (e.g) Savlon

Eye lotion(e.g) Optrex

Antiseptic cream

Cotton Bandage

Cream for First Aid treatment of Burns

Antiseptic Wipes

Scissors

First Aid Chart

OTHER PROCEDURES

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the

supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat.

4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, 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.

5. Covid 19

The Shronell NS Covid 19 Policy and Risk assessment is a stand-alone policy, which provides a framework for dealing with cases of Covid 19. The procedures for dealing with Covid 19 are in accordance with the DES guidelines and HSE advice for public health.

■ 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.

■ Roles and Responsibility

DUTIES OF ALL EMPLOYEES

1. It is the duty of every employee while at work:
 - (a) To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
 - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

DUTIES OF SAFETY REPRESENTATIVE

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

DUTIES OF SAFETY OFFICER

- To liaise with the Safety Rep on matters of Health and Safety.
- 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.

■ **Timeframe for Implementation**

The revised policy will be implemented from September 2020

■ **Timeframe for Review**

This policy is reviewed annually.

■ **Responsibility for Review**

The BOM will be responsible for reviewing the policy.

■ **Ratification and Communication**

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

Signed: _____, (Chairperson, BOM)

Shronell NS does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community on the school website. All policies are available for inspection in the school.

APPENDIX 1

FIRE EVACUATION 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

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

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 the Roll list and close the classroom door and any other doors used to exit. The principal will, if safe to do so, 'sweep' the main building to ensure no pupils remain in toilet or other areas.

Assembly

The place of assembly is the Grass Area in front of the Main Building and all classes will stand together in lines according to class.

Roll Call

Immediately the classes have mustered at the place of assembly, a roll call or count will be taken, from the roll. 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. Fire fighting 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 once a term outside of school hours.

APPENDIX 2

Medical Policy

Your child's health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard.

Medical Information

It is important that the school is aware of any medical condition that may affect your child during the school day. This may include information on allergies, eyesight etc. Please fill in the relevant space in the Medical Information Form and Permission Slip. If there is no such condition, please write 'NONE'.

In the case of a child becoming ill at school, parents/ guardians will be contacted. You will be notified if your child has any fall involving a bang on the head. Please make sure you have filled out and sent an Emergency Contact Information Form to the school.

Infection in School

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), all parents/ guardians will be informed by letter. If you discover that your child has an infectious disease please inform the school immediately, especially in the case of an illness which may affect other children. Please keep your child away from school until he/ she is clear of infection and check with your GP when your child is fit to return to school. Head-lice infection is a regular problem in the classroom. Please keep your child at home until he/ she is fully clear of the problem.

First Aid

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with water and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

Please complete the Permission Slip for basic First Aid to be administered to your child. If for any reason you do not want us to treat cuts etc, please state this clearly on the form. You will then be contacted at home or work if your child needs attention.

Administration of Medicines

You are required to complete the form detailing any medical information that may affect your child while at school. The Board of Management requires that parents inform their child's teacher in writing of any medical condition their child may have. It is the parent's/ guardian's responsibility to notify subsequent teachers. While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

Under normal circumstances* no oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.

Children are not permitted to keep medication in their own possession. Parents/guardians may think it appropriate on certain occasions for older children to bring medicines into school (e.g. Paracetamol). The class teacher must be informed in writing if your child is carrying medicine of any sort (including cough sweets, cold-sore creams and other pharmaceuticals). The note should identify the medicine and give the child permission to self-administer it. However the teacher will store the medicine for the duration of the school day. It is the responsibility of the child to remind the teacher when he/ she needs the medication. The child should only carry the quantity needed for the school day. Where children carry inhalers, they should be competent to self-administer.

****Procedure for parents of children with long term illness requiring administration of medicine within school hours e.g. diabetes, severe allergies.***

In the event of a child requiring taking medicines while in the care of the school, the following procedures will apply;

Parents write to the Board of Management requesting permission for the administration of medicine during the school day, and outlining the procedure involved. Where children are suffering from life threatening conditions, parents should outline clearly, in writing, what can and can not be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Written details should include the name of the child, name and exact dosage of medication, whether the child should be responsible for his/ her medication, the circumstances in which medication is to be given by the teacher and consent for it to be given, name of doctor to be contacted in emergency, when the parent/guardian is to be notified and where he/ she can be contacted, parent/ guardians signature.

Two members of staff are needed in order to administer medicine (in the case of absence). Staffs are not obliged to undertake these responsibilities and teachers should not administer prescribed medication without specific authorisation of the Board. Should staff agree to administer same, the parents/ guardians are required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in the school. The Board will inform the school's insurers accordingly. In as far as possible children should self-administer. A written record of the date and time of administration must be kept.

Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.

Parents/guardians are responsible for ensuring that adequate supplies of up-to-date medicines are available. The medicines will be kept out of reach of pupils in the school.

Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication. Request for administration of

Request for administration of medication should be renewed at the beginning of each school year.

Emergency Procedure

Where a child has a fall/ cut which is considered serious, an ambulance will be called.

Where a child has a fall/ cut which requires medical attention, and where it is safe to move the child, the parents/ guardians will be contacted. Failing that, the child

will be taken to the hospital as soon as possible by the Principal. Staff in the school will continue to try and make contact with the parents/ guardians.

Reporting Accidents in the School

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check plasters that the child may be wearing on return home from school. General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a blow to the head, parents will be notified. Staff should keep a record of how/ when this notification is carried out.

Appendix 2 (i)

**Parents' Form: Healthcare Plan/
Administration of Medication Request**

**Healthcare Plan for a Student with a Chronic Condition at
School**

Note: To be completed by Parents/Guardians

Date form completed: _____ Date for review: _____

Student's Information

Name of Student: _____ Class Level: _____

Date of Birth: _____ Age: _____

Student's Address: _____

Teacher's Name: _____ Room No: _____

Siblings in the school: _____

Name: _____ Class: _____

Name: _____ Class: _____

Family Contact 1:

Name: _____

Phone (day) Mobile: _____ Phone
(evening): _____

Relationship to student: _____

Family Contact 2:

Name: _____

Phone (day) Mobile: _____ Phone
(evening): _____

Relationship to student: _____

Contact 3:

Name: _____

Phone (day) Mobile: _____ Phone
(evening): _____
Relationship to student:

GP/Family Doctor:

Name: _____ Phone:

Consultant 1:

Name: _____ Phone:
_____ for:
Condition information

Consultant 2 (if applicable):

Name: _____ Phone:
_____ for:
Condition information

3. Details of the student's condition(s)

Signs and symptoms of this student's condition(s):

Triggers or things that make this student's condition(s) worse:

4. Routine Healthcare Requirements

During school hours:

The school may contact the person named below for further information or training.

9. Name of Hospital Nurse for the student

Name:

Address:

Phone:

Parental agreement (please tick the correct reply)

I agree or I do not agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Signed by parent: _____

Print name: _____

Date: _____

Permission for emergency medication (please tick correct reply)

In the event of an emergency, I agree or I do not agree with my child receiving medication administered by a staff member or providing treatment as set out in the attached Emergency Plan. I understand that the staff /school will not be responsible for any incident/issue that may arise to the administration and/or non-administration of this medication.

Signed by parent: _____

Print name: _____

Date: _____

Date: _____

The Board of Management has agreed this Healthcare Plan during the meeting held on _____.

 Chairperson
 Board of Management

Date _____

Emergency Medication Provision School Record

DATE	TIME	STUDENT'S NAME	MEDICATION	DOSE GIVEN	ANY REACTIONS	SIGNATURE OF STAFF MEMBER	PRINT NAME

This form is optional for parents but is recommended for potentially serious/life-threatening conditions

Management of Chronic Medical Conditions - For Staffroom Noticeboard

Child's name: _____ Current Class/Room No:

Teacher's name:

(Insert photo below)

Details of Child's Medical Condition:

What Staff Should Do in an Emergency Situation:

Parent signature: _____

Date: _____

Appendix 2 (ii)

Intimate Care and Toileting Policy

Children with Specific Toileting/Intimate Care Needs:

- In all situations where a pupil needs assistance with Toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school
- Parents, Guardians, Principal, Class Teacher, SNA, and if appropriate, the pupil, will attend
- The specific care needs of the child, and how the school will meet them, will be clarified
- Personnel involved in this care will be identified
- Provision for occasions when staffs are absent will be outlined (e.g. Substitute SNA's will not generally be involved in intimate care. Parents will be contacted)
- Two members of staff will be present when dealing with intimate care needs
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- A written copy of the agreement will be kept on the pupils file
- Parents will be notified of any changes from agreed procedures
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves

Toileting Accidents:

- At the junior infant induction meetings, the school procedures will be outlined to parents, and they will be asked to submit in writing specific wishes regarding toileting accidents
- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves
- If, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her
- Parents will be notified of these accidents
- A record of the incident should be kept

APPENDIX 3

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

APPENDIX 4

SAFETY REPRESENTATIVES' CHECKLIST

1 CIRCULATION AREAS

1.1 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.

1.2 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 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 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 local doctor, 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 book 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 ART FACILITIES

Check that:

8.1 safety rules are clearly displayed in all art rooms;

8.2 chairs and stools are sound;

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

8.4 guillotines are fitted with an approved safety guard which can be locked;

8.5 floors are swept regularly and studios washed down at least every term;

8.6 materials and partly finished work are stored safely.

9 COOKERY 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 hot 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 vaulting horses, beams and benches are stable and do not wobble when in use;

10.8 where there is a stage:

- 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;

11.3.5 in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

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

APPENDIX 5

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 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.